

POSITION DESCRIPTION

POSITION TITLE:	Head of Development and Fundraising
POSITION NUMBER:	2785
DIVISION / SECTION:	Development
SUPERVISOR:	Associate Deputy Director Strategy 5493
CLASSIFICATION LEVEL:	PAT 10
SALARY RANGE:	\$139,569 - \$150,205 per annum
STATUS (FTE):	1.0
LOCATION:	Negotiable
DIRECT REPORTS:	Up to 3
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	Ability to obtain a National Police Check.

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Head of Development and Fundraising is responsible for leading the development, management and growth of all development strategies and activities including major gifts, donations from trusts, foundations and corporate partners, and the stewardship of new and existing donors. All activities are to be conducted in line with the organisational funding priorities and policies.

The Head of Development and Fundraising will lead a small team in the development, implementation and delivery of the fundraising strategy and operational plan activities, as well as providing advice and leading decisions around matters which affect Menzies fundraising and philanthropic engagement. They will act as an enthusiastic ambassador and spokesperson for Menzies and its programs of research. The position will work closely with other teams across Menzies including Marketing and Communications, Research Office and Finance.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

Strategy Development and Reporting:

1. Develop fundraising budget, strategy and operational plan including the investigation of new fundraising models and cultivation strategies in line with current best practices.
2. Cultivate fundraising and development prospects, including approaches to high-net-worth donors, trusts, foundations and corporate partners.
3. Demonstrate ability to think critically and strategically with the ability to analyse and organise information to identify philanthropic patterns, tendencies and relationships.
4. Prepare high-level reports, including material on current reach, return-on-investment analysis and sector trends to facilitate evidence-based decision making and future investment.

Generate Financial Support:

1. Actively grow and manage Menzies' donor base and portfolio, including developing and maintaining strong relationships with new and existing supporters of and donor to Menzies.
2. Provide leadership and advice on emerging fundraising and engagement opportunities including analysing trends and opportunities in contemporary fundraising practices and activities.

Manage Relationships:

1. Work collaboratively with the Marketing and Communications team to ensure Menzies' brand, marketing and media presentation is reflected correctly in all fundraising and philanthropic activities.
2. Manage key relationships with relevant internal and external stakeholders.

Team Leadership and Management:

1. Lead, manage and mentor a small team to deliver effective fundraising and income diversification activities.

Other:

1. Understand and be aware of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
2. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Postgraduate qualifications in a relevant field along with proven expertise and significant experience in a similar senior role.
2. Demonstrable experience of successfully cultivating and managing strong relationships with donors and supporters.
3. Proven ability to conceptualise and deliver innovative and successful fundraising campaigns, major gifts, or like projects.
4. Demonstrable experience in successfully preparing and negotiating partnerships proposals and agreements.
5. Exceptional communication and writing skills with demonstrated ability to translate technical / complex information into highly engaging content.
6. Excellent presentation and interpersonal skills with an ability to effectively engage with and influence a wide and diverse range of internal and external stakeholders.
7. Ability to lead respectful and collaborative engagement activities that empower Australian First Nations voices.
8. Demonstrated passion and drive for keeping up to date with new operating systems, technology, trends and industry best practice.
9. Demonstrable management skills including the ability to lead a small team to produce high quality results, manage budgets and meet outcomes.
10. High-level organisational skills including the to prioritise workloads and deliver projects with competing deadlines while completing all tasks to a high standard.

Desirable:

1. Experience in health, science and/or research sector.

COVID-19 SAFETY REQUIREMENTS:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources

DATE: 07 January 2025

PAT 10		
PACKAGE COMPONENT	Minimum Value PAT 10/1 (\$)	Maximum Value PAT 10/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 10)	139,569	150,205
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	19,540	21,029
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,989	9,954
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,676	1,676
Total Salary Package	169,773	182,864