



Position description

Position title	Philanthropy Executive
Department	Fundraising
Position reports to	Manager, Philanthropy
Positions that report to this position	N/A
Type of employment	Full-time, 12-month fixed-term parental leave cover
Location	The Royal Children's Hospital Foundation, 48 Flemington Road, Parkville

The Royal Children's Hospital Foundation
<p>Founded in 1989, The Royal Children's Hospital (RCH) Foundation is the fundraising arm of the RCH, one of the world's leading children's hospitals. The RCH Foundation has the vital role of raising and distributing donated funds to the hospital. While a legally separate organisation, the RCH Foundation works closely with the RCH in achieving its vision.</p> <p>The people of Victoria love the RCH and in giving to the RCH Foundation, whether through linked fundraising appeals like the Good Friday Appeal or RCH Auxiliaries in their community, they feel a great ownership. As a result of this ownership and the fact that the RCH Foundation is therefore a custodian of these donated funds, the RCH Foundation takes seriously its role for and on behalf of those donors.</p> <p>Generous community support helps to sustain the hospital's role as international leader tackling some of the world's biggest health issues, and the RCH Foundation supports a vast network of fundraisers and donors. Donated funds drive the hospital's growth, are utilised for purposes of medical excellence, and support only the most innovative, life-changing programs and initiatives – that would otherwise not exist - in the areas of research, leadership, training, technology, equipment, and patient and family centred care.</p> <p>VISION</p> <p>We are the RCH Foundation, and we are changing the future of children's health. Our vision is that the RCH, founded in philanthropy, supported now and in the future will have the capacity to transform health care for children and young people.</p> <p>MISSION</p> <p>We inspire our community to invest in the hospital's future by supporting care, treatment, research and learning that will improve the lives of young people and their families.</p> <p>STATEMENT OF IMPACT</p> <p>The hospital will become a global centre of excellence in the care and treatment of the sickest and most vulnerable children and young people. With the support of integrated research programs, great academic leadership, and first-class staff, it will truly be known for its impact on childhood disease, nationally and internationally.</p>

PURPOSE OF POSITION
<p>Philanthropy plays a crucial role in improving children's health and transforming the delivery of healthcare. The Royal Children's Hospital Foundation Major Gift program aims to generate significant funds through meaningful relationship management of philanthropic donors, whilst ensuring donors feel valued and recognised.</p> <p>It is an exciting time of growth within the Philanthropy Team with a bold 2030 strategy to increase philanthropic income through the portfolio of Major Gifts, Trust and Foundations and Gift in Wills.</p> <p>The position of Philanthropy Executive is responsible for:</p> <ul style="list-style-type: none"> • Inspiring donors to give generously and more often in line with the priorities and objectives of RCH Foundation • Securing new philanthropic donations of 5 figure+ gifts • Managing a portfolio of donors and development of individualised donor stewardship plan and activities • Supporting the implementation of the Major Gifts program strategy to meet budget, including the management of key acquisition and stewardship activities across the campus, and healthcare philanthropy <p>Communication:</p> <p>Internal:</p> <ul style="list-style-type: none"> • Professional, supportive and collaborative member of the Philanthropy (Major Gifts, Trust and Foundations) Team • Wider Fundraising Team and Director of Fundraising • RCH Foundation staff – CEO, CFO, Grants Team, Communications Team, Finance Team etc • RCH staff – develop productive relationships with clinical practitioners, allied health professionals and researchers in order to develop key messages and projects for donor support • To be part of the team, and join in our flexible, supportive and passionate working environment with good humour and a positive attitude <p>External:</p> <ul style="list-style-type: none"> • Major Donors and prospects • Patient families • RCH Foundation supporters • Good Friday Appeal • Suppliers and contractors • Local, national and international networks – build contacts, connections and networks within the broader community including but limited to charitable, health and not-for-profit sectors

KEY ACCOUNTABILITIES
<ul style="list-style-type: none"> • Build and maintain portfolio of 100-150 major gift donors and prospects and keep it current through moves management and Salesforce (CRM). • Present major gift proposals of \$100,000+ to new prospective donors and established donors personally (some six and seven figure gift asks are expected), including renewal of established donors. • Proactively manage donor strategies through meaningful engagement, including creation of donor proposals, case for support, gift acknowledgement, communications, impact reporting and acquittals. • Support the Healthcare Philanthropy Program through engagement with RCH clinicians and researchers to facilitate philanthropic partnerships and donor referrals of grateful patient families.



- Design and deliver a range of donor experiences, events, meetings and communications to deepen donor connections to the RCH Foundation.
- Support the RCH Foundation Executive, CEO, Board members and other high-level volunteers in identifying and developing prospective donors; this will include research, discussing tactics for approaching and implementation of stewardship activities.
- Use database (Salesforce) to best effect, to capture and build relationship profiles, ensure all correspondence and files are tracked in Salesforce and develop reports on the progress of the major gifts program, and contacts with donors.
- Any other task within the scope of the role/function as directed by the Manager, Philanthropy

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential:

- Minimum 5 years' experience as a fundraising and philanthropy professional
- Advanced knowledge of Microsoft Office Suite and customer/donor management database software.
- Clear understanding of and personal commitment to the mission and values of the Foundation

Desirable:

- Experience working in a health or university setting would be highly desirable
- High level computer literacy and proficiency with fundraising programs, including Salesforce CRM experience.
- Experience building strong relationships with donors
- Recognised fundraising qualifications and a commitment to personal development
- Organisational awareness and stakeholder management expertise

KEY SELECTION CRITERIA

- Demonstrated experience in major gifts fundraising with experience with gifts higher than \$100,000, in personal solicitations, portfolio management and the preparations of proposals and reports
- Superb written and oral communication skills with experience communicating to a wide range of audiences, including major donors, corporate representatives, senior staff, board members and volunteers; as well as experience writing tailored donor proposals.
- Excellent interpersonal skills with the ability to build relationships and demonstrated success in dealing with donors, including showing a high level of emotional intelligence and compassion.
- Demonstrated attention to detail, working under own initiative to strict deadlines, and managing accounts and projects simultaneously; including strong ability to work independently and as part of a team.
- Demonstrated experience of managing and motivating staff and others, both internal and external stakeholders.
- Demonstrated experience in achieving goals and KPIs both individually and collaboratively as part of a team.

TERMS AND CONDITIONS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- It is a condition, and inherent requirement, of your employment that you are, and remain, fully vaccinated against COVID-19 with booster shot
- The position is offered as a full-time position. There will be a 6-month probationary period
- There will be a requirement to work outside of normal hours on limited occasion for fundraising events and activities. Allowance is made for reasonable time-in-lieu. Flexible working hours and conditions are offered



- Leave entitlements as per national standards
- Flexible working hours and conditions are offered, including a hybrid working model

IMPORTANT INFORMATION

VALUES

Integrity - Moral, Ethical, Honest, Transparent and Trustworthy

- We show integrity in all our interactions.
- We build trust with our communities by being transparent and by respecting our donors, suppliers, and colleagues.

Gratitude - Gratitude and appreciation guide what we do

- We are grateful to work in an organisation where young lives are being changed.
- We appreciate the generosity of our donors, the support of our colleagues and the respect of our community.
- We are grateful for the love the community demonstrates for our children.

Innovation - Change and creativity are central to who we are

- We empower each other to explore new ways to innovate and change.
- We support medical innovation, and we enable the RCH to break new ground.

Excellence - Beyond best practice

- We hold ourselves to the highest standard.
- We are professionals in our field with a burning desire to pursue excellence.
- Our action orientation coupled with reflective practice drives growth and leads to significant impact for the hospital and our donors.

The RCH Foundation is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQ+ community and people with disability.

AGREEMENT TO THIS POSITION DESCRIPTION - to be filled out by the successful applicant

Signed by the Chief Executive Officer Ryan Brown	Signed by the Appointee [Applicant Signature]
---	---

Position description last updated	August 2024
--	--------------------