



## **POSITION DESCRIPTION**

### **POSITION TITLE: Head of Philanthropy**

**POSITION LOCATION:** Olivia Newton-John Cancer Research Institute, Heidelberg

**EMPLOYMENT TYPE:** Full time (flexible hours negotiable)

#### **ORGANISATIONAL CONTEXT:**

The Olivia Newton-John Cancer Research Institute (ONJCRI) is embedded within the Olivia Newton-John Cancer Wellness & Research Centre. The ONJCRI's mission is to discover and develop breakthrough therapies to help people live better with cancer or defeat it. Our research laboratories sit alongside patient treatment facilities to optimise collaboration between researchers and clinicians. The integration of laboratory and clinic ensures the rapid translation of scientific discoveries into clinical trials for the development of new cancer treatments. The ONJCRI is a global leader in the development of immunotherapies, targeted therapeutics and personalised cancer medicine.

#### **POSITION PURPOSE:**

Reporting to the Chief Operating Officer (COO), this high profile role will oversee all fundraising activities, with a primary focus on major gifts and trust and foundations including:

- the continued development and management of a fundraising and relationship-building strategy for the ONJCRI; and
- working closely with the Board of Directors and Executive Officers to identify, cultivate and solicit major gift prospects and donors in order to create significant new revenue streams to support the growth of the ONJCRI.

#### **REPORTING RELATIONSHIPS:**

This position reports to the Chief Operating Officer (COO).

Direct reports: two

#### **KEY RELATIONSHIPS:**

The following key relationships are essential components of the position including:

##### **INTERNAL:**

Executive Officers:

- COO
- Scientific Director
- Medical Director

Board of Directors

Management Team and Laboratory Heads

**EXTERNAL:**

All external funding agencies including trusts and foundations  
Fundraising Departments of Austin Health and La Trobe University  
Corporate Partners/Sponsors  
Donors  
Government Departments  
Professional Associations  
Academic and Commercial Collaborators

**LOCATION:**

This position is currently located at the ONJCRI in Heidelberg, Melbourne but the incumbent may be required to undertake reasonable duties at a range of locations. This position from time to time also requires work outside of normal hours to attend events, including early morning and evenings.

**KEY RESPONSIBILITY AREAS:**

- Prospecting and identifying major grant opportunities with philanthropic organisations
- Proactively identifying potential donors, high net worth individuals, corporate partners and bequest donors with a view to developing long term relationships/partnerships and funding streams
- Implementing donor stewardship programs and campaigns
- Taking responsibility for donations, gifts, bequests and philanthropic grants from all sources whether in Australia or internationally
- Maintaining contact schedules with prospective and existing donors, initiating discussions to establish areas of interest and potential support, leading to developing requests and negotiating and securing donations
- Developing and maintaining excellent working relationships with industry and corporate partners, including but not limited to implementing matched-giving programs and seeking donations from Private Ancillary Funds
- Working closely with the fundraising team at Austin Health where fundraising activities are for the benefit of the joint brand, namely the Olivia Newton-John Cancer Wellness and Research Centre (ONJCWRC), a partnership between ONJCRI and Austin Health
- Identifying an appropriate donor database and managing the introduction and implementation of the donor database
- Developing opportunities to engage with community members who have the ability to become committed champions of the ONJCRI

**ABOUT YOU:**

The Institute is committed to growing its income from philanthropic sources to fund the recruitment of outstanding scientists and clinicians over the next 2-5 years. This is a greenfield opportunity for an accomplished fundraiser to be a driving force behind the Institute's growth agenda. The ideal candidate will have a strong strategic vision supported by an outstanding ability to deliver. Essentially, you are a major donor, sponsorship or corporate executive with a proven track record in acquiring and negotiating with donors in a philanthropic or business development environment, resulting in significant financial support.

Your career has been built on strong interpersonal and business development skills working with senior executives, board directors and high net worth individuals.

**QUALIFICATIONS:**

Tertiary qualifications in business, marketing or fundraising or an allied discipline together with subsequent relevant work experience; or extensive experience and management expertise in donor development and fundraising.

**KEY SELECTION CRITERIA:*****ESSENTIAL:***

- Demonstration of fundraising experience, and proven success with major gifts fundraising (written and verbal solicitations)
- Proven experience of managing a diversified portfolio of fundraising activities including bequests, regular giving, online fundraising campaigns, philanthropy programs, corporates, trusts, direct marketing, events, acquisition, retention and cultivation programs
- Highly developed relationship building skills and a collaborative approach with an strong ability to influence
- Experience in identifying new areas of fundraising, and developing investment proposals to expand the current fundraising portfolio
- Strong ability to analyse, review and assess fundraising products to monitor performance and effectiveness
- Outstanding written and verbal communication skills
- Ability to prioritise workloads and meet deadlines
- Sound knowledge of using databases, preferably fundraising databases or Raisers Edge.

**FURTHER INFORMATION:**

For further information, please contact Anna Prusa, HR Manager - +61 3 9496 3693 or visit [www.onjcricri.org.au](http://www.onjcricri.org.au)