

## Position Description

### Philanthropy Engagement Manager

Position Details	
<b>Position Title</b>	Philanthropy Engagement Manager
<b>Business Unit</b>	Philanthropy
<b>Appointment Status</b>	Full-time
<b>Contract Hrs per F/N</b>	76
<b>Nature of Appointment</b>	Permanent
Purpose of the Position	
<b>Primary Purpose</b>	<p>The purpose of this position is to source and produce relevant donor-centric communications for philanthropic opportunities within Mater.</p> <p>As a key enabler, this role develops and delivers high level donor communication materials to grow income and drive significant financial support for Mater Foundation.</p>
<b>Key Expectations</b>	<ol style="list-style-type: none"> <li>1. Proactively produce donor-centric fundraising materials for fundraisers reflecting a quality range of projects available for funding to build deeper engagement with supporters.</li> <li>2. Liaise with/access information from key individuals within Health, Education and Research teams to create donor-related communication materials.</li> <li>3. Work with Trusts &amp; Foundations, Philanthropy, Corporate and Community Fundraising and Lottery teams to provide timely and appropriate content and help produce proposals, donor stewardship activities, acquittal requirements and knowledge share sessions.</li> <li>4. Identify funding opportunities across Mater Queensland as directed by Head of Philanthropy.</li> <li>5. Actively connect Mater Foundation team members with relevant Mater contacts, content and resources.</li> <li>6. Proactively source and follow up with key Mater teams (clinical/research and education) to provide timely and relevant information to generate impact and acquittal reporting.</li> </ol>
Key Relationships	
<b>Reports To</b>	Head of Philanthropy
<b>Direct Reports</b>	N/A
<b>Key Relationships</b>	Philanthropy Team, Executive Officer, Corporate and Community Fundraising, Lotteries, Marketing teams and key Mater Stakeholders.

This role works with all teams across Mater Foundation.

## Criteria for Appointment

### Experience, Skills and Attributes

- Writing skills: Ability to use clear, concise language to develop communication materials and demonstrated ability to source and produce content suitable for the purpose and audience.
- Communication skills: Ability to translate technical language and concepts into digestible audience-specific communication with clarity and concision.
- Interpersonal skills: Highly developed listening and questioning skills. Demonstrated ability to liaise, influence and build collaborative relationships with all levels of staff and people in a wide range of Mater contexts.
- Accountability: Demonstrated commitment to meeting quantitative performance targets to enable relationship development activity and gift outcomes.
- Analytical skills: Ability to analyse, research and evaluate information, identify trends and issues, and translate technical, clinical and medical research language into compelling donor centric language.
- Highly organised: Ability to schedule and use time effectively. Attention to detail, including ability to coordinate multiple requests to meet deadlines.
- Self-directed: Ability to work autonomously with minimal oversight and supervision. Pro-active approach to problem-solving.
- Presentation skills: Ability to present information both verbally and in written form in a clear and compelling way and effectively engage a range of targeted audiences.
- Computer skills: Understanding of contemporary computer skills and related systems for the role.
- Programs and fundraising data base software, specifically: -
  - Competent usage of Microsoft 365 suite of products
  - Project management tools

### Qualifications & Knowledge

- Tertiary qualification in communication, fundraising or related discipline.
- At least 3 years relevant work experience in a related area.
- Demonstrated experience within fundraising or a related discipline is desirable.

### Other

- This position will require some out of hours work from time to time, such as attendance at fundraising events and related activities.

Version Control	
<b>Last Updated</b>	May 2022
<b>By</b>	Simone Plunkett, Head of Philanthropy
<b>Reason for update</b>	Change to meet current business needs

## Purpose of the Position

The purpose of this position is to source and produce relevant donor-centric communications for philanthropic opportunities within Mater.

As a key enabler, this role develops and produces high level communication materials and coordinates donor engagement opportunities to grow income and drive significant financial support for Mater Foundation

Key Responsibilities	Key Outputs and Outcomes
Work with Foundation teams to provide timely and appropriate content and help produce proposals, donor stewardship activities, acquittal requirements, impact reports and knowledge share sessions.	<p>Update and provide relevant and timely information to Foundation team and Marketing teams on funding opportunities and funding outcomes in digestible format:</p> <ul style="list-style-type: none"><li>➤ Source information relating to projects for funding in the areas of health, education and research throughout Queensland to create and deliver donor-centric proposals and updates as needed.</li><li>➤ Meet deadlines to deliver content in-line with the requirements of stakeholders.</li><li>➤ Translate high level health and medical research language into lay terms.</li><li>➤ Gather quotes and testimonials from key Mater staff to support proposals and stewardship communications.</li><li>➤ Organise and co-design tours and knowledge share sessions in collaboration with the marketing team.</li></ul>
Source information for fundraisers who are seeking a diverse and quality range of projects available for funding to build deeper engagement with supporters.	<ul style="list-style-type: none"><li>➤ Liaise and collaborate with fundraisers to identify a diverse range of funding needs.</li><li>➤ Produce donor-centric materials for identified funding needs and follow up reports for donor funded projects.</li><li>➤ Build on and contribute to the creation of a resource bank of funding opportunities for repeatable funding areas i.e. breast cancer, NCCU, Young Adult Mental Health etc.</li></ul>
Proactively source and follow up with key Mater teams	<ul style="list-style-type: none"><li>➤ Develop high level relationships across Mater teams to build rapport, trust</li></ul>

(clinical/research and education) to provide timely and relevant information to generate proposals, impact and acquittal reports.	<p>and collaboration to develop donor proposals and information sharing for funded projects i.e., Impact Reports.</p> <ul style="list-style-type: none"> <li>➤ Work with key Mater Stakeholders to ensure timely acquittals and impact reporting information of Mater funded projects is shared and delivered on time.</li> </ul>
Identification of funding opportunities across Mater Queensland as directed by the Head of Philanthropy.	<ul style="list-style-type: none"> <li>➤ A clear understanding of the funding application process, ensuring funding enquiries from Mater are directed through to appropriate funding pathways.</li> <li>➤ Supporting Mater staff at the direction of the Foundation to submit appropriate applications for funding.</li> </ul>
Proactively promote and connect Mater Foundation team members with relevant Mater contacts, content and resources.	<ul style="list-style-type: none"> <li>➤ Connect Fundraising RM's with relevant Mater contacts to support fundraising projects.</li> <li>➤ Work with Foundation team to coordinate and facilitate information sharing meetings with relevant Mater staff, i.e. researchers, clinicians.</li> <li>➤ Promote collaboration and teamwork through effective strategies and communication styles that foster trust and cooperation amongst Foundation staff and internal Mater stakeholders.</li> </ul>
Establish and maintain effective self-management and development strategies.	<ul style="list-style-type: none"> <li>➤ Initiate and participate in timely and effective performance development meetings with your manager</li> <li>➤ Engage in relevant professional education, learning and development opportunities and ensure return on investment is achieved and documented</li> </ul>
Positively contribute to organisational activities and office environment, inclusive of involvement in meetings and other development requirements.	<ul style="list-style-type: none"> <li>➤ You will be perceived by Mater Foundation colleagues as a staff member who has a positive and constructive contribution to the work environment and team activities.</li> <li>➤ Promote collaboration and teamwork through effective strategies and communication styles that foster trust and cooperation amongst internal and external stakeholders.</li> <li>➤ Attend and assist with Mater Foundation meetings and events as required.</li> </ul>
Contribute to the continuous review and improvement of systems and processes.	<ul style="list-style-type: none"> <li>➤ Contribute ideas and suggest new ways to improve efficiency and work unit outcomes.</li> </ul>

	➤ Maintain and promote a flexible and positive approach to changes in work situations.
--	----------------------------------------------------------------------------------------

➤ Additional Information

All positions are expected to promote, uphold and implement the mission, visions and values of Mater.