

Position Description

Position Title:	Trusts and Foundations Officer		
Reporting into:	Philanthropy Manager		
Direct Report:	Nil		
Business Unit:	Fundraising		
Location:	Melbourne	Date Effective:	February 2019
Status:	Full time	FTE	1.0

Kidney Health Australia

Kidney Health Australia is the national peak body for kidney disease. We are a profit for purpose organisation dedicated to providing valued, sustained programs that empower and improve the lives of people affected by kidney disease. Our mission is to promote kidney health through education, advocacy, research and support. Kidney Health Australia (KHA) is a close-knit and passionate organization caring for the Kidney Community throughout Australia.

Overview

The Trusts and Foundations Officer is responsible for managing KHA's Trusts & Foundation's (T&F's) revenue stream and pipeline. Working closely with the Philanthropy Manager you will nurture our funding relationships for increased philanthropic support towards all key programs, services and initiatives for the kidney community of Australia.

The primary purpose of the role is to lead and implement strategic fundraising efforts, steward active stakeholder relationships and identify, cultivate and solicit new and greater objectives and opportunities. While also advocating and promoting KHA's achievements, to raise its profile and increase its support capacity and capabilities as the peak body for kidney disease in Australia.

DUTIES & RESPONSIBILITIES

KEY RESULT AREA	ACCOUNTABILITIES
Program Development	<ul style="list-style-type: none"> Assist the Philanthropy Manager in the development and implementation of the T&F strategy to ensure growth in revenue Identify and implement other initiatives to secure greater support/funding, working closely with other key departments Develop strong and compelling propositions and submissions for securing funding and support for programs, services and initiatives Manage the current calendar of activities ensuring all application and acquittal requirements as well as payments and receipting are completed and submitted to deadline Work effectively and efficiently with key internal stakeholders to develop all applications, acquittals and reporting requirements Research and qualify potential funding opportunities in a timely manner in conjunction with internal and external stakeholders Assist the Philanthropy Manager in preparing the annual T&F's business plan and budget Provide relevant monthly program reporting including active supporters, revenue targets and opportunities, T&F's Pipeline

	<ul style="list-style-type: none"> • Manage and maintain relevant information and databases including the files, shared drives and CRM • Ensure all general administrative requirements and other duties are carried out in a timely manner, in accordance with current company and legislative practices and procedures
Relationships	<ul style="list-style-type: none"> • Grow the T&F's Pipeline to ensure greater support for KHA programs and increase overall funding revenue generated • Build strong working relationships with key internal managers and maintain an up to date knowledge of programs, services and initiatives to optimise available funding opportunities • Ensure high quality and timely impact reporting back to funders • Nurture all key supporter relationships to deepen engagement and alignment whilst further advocate KHA's mission and reputation within the sector at every opportunity • Develop enhanced engagement activities (e.g. T&F's meetings with CEO/Senior management, involvement in KHA presentations and events including industry conferences etc.) • Attend key networking events to engage and further advance KHA's mission and brand • Undertake any other tasks as advised by the Philanthropy Manager
Systems & Technology	<ul style="list-style-type: none"> • Provide and maintain regular CRM program reporting and analytics with M,F&C Team and other relevant stakeholders, T&F's Pipeline • Support KHA's data quality goals by ensuring that all processes and protocols are followed with continuous improvement initiatives and technological advances, when available • Create tailored documents including support propositions using Microsoft Office applications, in particular MS PowerPoint
Profitability	<ul style="list-style-type: none"> • Prepare and manage business plans and budgets in collaboration with the Philanthropy Manager and key program managers • Ensure business plans and key goals are achieved whilst operating within agreed time and budget parameters
Organisational Responsibilities	<ul style="list-style-type: none"> • Comply with organisational policies, codes of conduct, privacy legislation, PCI and other relevant legislation • Display a commitment to the Purpose and Values of KHA • Ensure that KHA complies with the OH&S Act requirements and strive for best practise in the provision of a safe work place for all • Report all incidents, near misses, equipment repair requirements and illnesses to immediate supervisor and the OH&S Representative • Commitment to Quality and Continuous Improvement procedures and policies • Understanding of emergency response procedures

QUALIFICATIONS & EXPERIENCE

<p>Mandatory Pre-Requisites</p> <ul style="list-style-type: none"> • Demonstrated results in developing revenue pipelines for and securing funding from, T&F's, PAF's, PuAF's and relevant Trust Companies • Demonstrated relationship-building and management skills, including the ability to identify, prospect and nurture all engagement with high levels of professional integrity • Demonstrated ability to research, develop and write funding proposals, communications and reports to secure one off and/or ongoing funding support • Strong ability to articulate a case for support in a one-on-one meeting and in group presentations to optimise all available opportunities • Confidence in working with senior level stakeholders, both internally and externally.
<p>Highly Desirable Pre-Requisites</p> <ul style="list-style-type: none"> • Strong sales and marketing experience and orientation with charity/fundraising campaign experience, highly regarded • Strong understanding of organisational governance, processes and internal controls • Formal qualifications in a relevant discipline will be appreciated, but not required • Knowledge of Not-for-profit and charity environment, in particular in the health sector
<p>Competencies</p> <ul style="list-style-type: none"> • Superior communication and interpersonal skills with a problem-solving ability • Nurture strong collaborative working relationships • Goal orientation / Self motivated • Solid understanding of reporting and budgeting procedures • Skilled in CRM systems, data analytics and reporting • Proficient in a range of Microsoft Office applications, including MS Word, MS Excel and MS PowerPoint

PERSONAL ATTRIBUTES

<ul style="list-style-type: none"> • Drive, enthusiasm and the ability to react quickly to change • Friendly and outgoing nature with enthusiastic can-do attitude • Values compatible with Kidney Health Australia culture
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