

Position Description

Position Details

Position Title:	Philanthropy Officer (Adolescent and Young Adult Hospice)
Employment Type:	Permanent Part-Time (2-3 Days)
Reports to:	Chief Executive Officer
Commencement Date:	ASAP

Why work for the NORTH Foundation?

The NORTH Foundation is proud to be the registered charity for the Northern Sydney Local Health District (NSLHD) and to serve as the fundraising partner for the Adolescent and Young Adult Hospice (AYAH), Mona Vale, Royal North Shore, Ryde and Hornsby Ku-ring-gai hospitals and the Kolling Institute of Medical Research.

The NORTH Foundation has a clear and simple mission to improve community well-being by supporting innovative health research and the delivery of exceptional patient care. You will be empowered to find innovative ways to achieve this mission in a team environment and will have a clear understanding of how your efforts contribute towards the NORTH Foundation being widely recognised as a major contributor to world class medical research and a community health system in which people enjoy improved health throughout their whole lives.

For more information, please visit www.northfoundation.org.au

Main Purpose

To develop and implement philanthropic and fundraising activities and initiatives for AYAH - in order to increase philanthropic giving and grow our donor pipeline.

AYAH is the first of its kind in Australia. The purpose-built facility provides age-appropriate care, specific to the needs of adolescents and young adults with life-limiting conditions requiring short-term supportive care, symptom management, or end-of-life care. The facility has a home-like feel, accessible to teens and young adults and their families and support networks. Services are available to all NSW residents.

AYAH's philanthropic and fundraising activity is currently in its infancy with huge potential for growth. The Philanthropy Officer will collaborate with the AYAH team and beneficiary stakeholders to identify projects and priorities in need of funding, handle donor referrals, foster relationships with potential and current donors, create relevant impact reporting materials and ensure overall promotion of philanthropy for AYAH. The aim will be to identify, engage and cultivate relationships with prospects, donors, grateful families and members of the community who have the potential to give with the purpose of increasing philanthropic support for AYAH.

Key Responsibilities

The Philanthropy Officer (AYAH) will be responsible for the development and implementation of AYAH's philanthropic and fundraising activities and initiatives, including stewarding and nurturing current and potential donors.

Some of the key areas the role will be responsible for are:

Prospect Management

- Build and manage a personal portfolio AYAH prospects that have made or have the potential to make a commitment and develop strong and sustainable relationships with these individuals to identify and deepen their interest in supporting AYAH.
- Prepare appropriate backing documents and communicate with Business Services to ensure gifts are received efficiently & effectively
- Prepare proposals, solicitation letters, and other cultivation materials for AYAH prospects/donors
- Prepare stewardship materials and impact reporting for AYAH prospects/donors.
- Develop and implement an annual work plan to maximise effectiveness and ensure activity targets (including number of prospect meetings, visits, calls and contact) and dollar goals are met.

Developing AYAH Fundraising Priorities

- Under broad direction from the Chief Executive Officer, support the philanthropic strategy for Foundation to achieve agreed strategies and targets.
- Establish relationships and work collaboratively with AYAH clinicians and staff to identify and develop fundraising priorities
- Actively attend AYAH meetings and events to collaborate with healthcare staff and clinicians
- Develop and promote gift ideas/ strategies that align with the NORTH Foundations fundraising priorities
- Utilising a 'Case of Support' model help to develop AYAH fundraising priorities and engage the broader community
- Assist in the strategic development and coordination of Fundraising Priority events/ launches with a particular focus on meaningful outcomes.

Other duties as assigned by the Chief Executive Officer in line with the strategic vision.

Selection Criteria

Essential

- Excellent time management, administrative and organisational skills with the ability to plan workload, prioritise tasks, meet deadlines, report back and adapt to changing circumstances
- Excellent written and verbal communication skills with strong attention to detail and ability to tailor messaging to a variety of audiences
- Excellent stakeholder management skills and ability to establish collaborative and sustainable relationships with both internal and external stakeholders
- Ability to think creatively, pitch ideas and develop a program/initiative from scratch
- Results oriented approach and desire to deliver tangible outcomes that feed into Foundation strategic goals
- Ability to articulate a case for support for the foundation's priorities in a way that is compelling and demonstrates impact
- Ability to proactively engage and collaborate with members of the community
- Ability to interpret, dissect and analyse complex written material such as scientific and health information, grant guidelines and application forms
- Strategic and analytical thinking; ability to identify opportunities and tackle a problem by using a logical, systematic, sequential approach
- High level of professional information technology skills
- Ability to work collaboratively and with a high level of flexibility both in a team and independently, in an environment with changing demands.

Desirable

- Experience building trusted long-term partnerships and relationships
- Experience working in a multi-cause not-for-profit or philanthropic organisation
- Experience working within the health sector or with medical/health staff
- Experience working with a CRM Data base (like ThankQ, Salesforce, Raiser's Edge, etc).

Special Requirements

Willingness to undertake shifts of work outside standard office hours (including nights and weekends) for events.

Job Complexity, Skills, Knowledge

Supervision & Independence

This Philanthropy Officer reports to the Chief Executive Officer who will provide overall supervision, direction and guidance. The Philanthropy Officer is expected to take a continuous improvement approach to their tasks and to propose, develop and implement on-going process improvements.

Problem Solving & Judgment

The Philanthropy Officer is expected to prioritise and schedule their workload, sometimes with competing deadlines, to achieve the best individual and team outcomes. The incumbent will also be expected to exercise judgment and respond appropriately to situations arising through interactions with current and prospective donors.

The Philanthropy Officer is expected to serve as a responsible, ethical representative of the NORTH Foundation and NSLHD in all official interactions.

Professionalism

The Philanthropy Officer will be expected to work with a level of independence and self-direction and must establish effective working relationships with all members of the Foundation Team, as well as with NSLHD staff and external suppliers.

Behaviours / Attributes

- A combination of the personal sensitivity, maturity of approach and that is needed when working with prospective donors.
- Ability to handle sensitive and confidential information.
- Demonstrates accountability for work outcomes and exercising sound judgement.
- Adaptable and able to make things happen in fast-paced dynamic team environment.
- Ability to receive instruction positively and execute successfully.
- High level of attention to detail and accuracy with a proactive approach to minimise errors and increase efficiencies.
- Quickly learns new technology and processes.
- Undertakes work in a safe and compliant manner by adhering to company policies, including workplace health and safety procedures.
- Personal motivation and affinity with the NORTH Foundation mission.
- Self-confidence, enthusiasm and a “can do” attitude.
- Demonstrated commitment to teamwork, learning, skills development, knowledge and information sharing.
- Understand and promote NORTH Foundation Values –

INTEGRITY | COMPASSION | INNOVATION | COLLABORATION | IMPACT

How to apply

Applications should be addressed to Gilbert Lorquet, Chief Executive Officer of the NORTH Foundation and sent to hr@northfoundation.org.au.

Applications close Friday 25 August 2023.

Candidates are encouraged to apply early as applications will be assessed as they are received, and the role may be filled before the closing date. Candidates who do not perfectly meet all of the selection criteria, but still feel they will be competitive, are encouraged to submit an application.

Applications must include:

- A current resume
- Covering letter (no more than two pages), including an outline of your interest in the role, addressing how your experience prepares you for the responsibilities required and how you align with the selection criteria.