

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Trusts and Foundations Officer (Parental Leave cover)
Working Group	Public Affairs and Development Organisational Support Services
Classification	Professional Level 6 / Professional Level 7
Location	85 Commercial Road Melbourne
Effective Date	March 2018

Purpose:

The prime purpose of this position is to develop, write and submit applications for funding to national trusts and foundations to maximise financial return to the Institute. The incumbent will develop strong relationships with key decision makers within granting bodies. In addition, the role will prepare acquittal reports and contribute to the strategic development of the fundraising effort through the identification of new opportunities.

Supervision Reporting Relationships:

This positions' supervisor/manager	Head of Public Affairs and Development
Other positions reporting to <u>this</u> position	None

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	<p>Submissions to Trusts & Foundations</p> <ul style="list-style-type: none"> Secure annual funding through the management and preparation of submissions to national and international Trusts and Foundations from within the Institute from concept to submission. Develop and maintain databases of submission dates to national and international Trusts and Foundations and manage key deadlines. Identify in conjunction with Burnet researchers and public health staff projects that are relevant to the interests of national and international Trusts and Foundations. Develop and update a matrix of projects for funding. Advise staff on the preparation of project applications, including advice on language use and tolerance level for budgets that are most relevant to the interests of national and international Trusts and Foundations. Research available funding opportunities for particular projects and match with the most suitable Trusts and Foundations. Monitor the outcome of applications and liaise with relevant funding bodies. Advise staff on outcomes of funding applications and conditions of grants. Conduct research of relevant websites and print publications for new funding opportunities and/or changes to funding guidelines. Use networks to research funding opportunities.

Key Responsibility Areas		
		<ul style="list-style-type: none"> Assist with key fundraising and corporate events (this may require after hours attendance).
2.	Building Relationships	<ul style="list-style-type: none"> Build strong relationships with external funding bodies. Build strong positive internal relationships with relevant staff to assist in conception and preparation of submissions and final reports. Develop internal knowledge of Burnet projects and identify possible fundraising opportunities.
3.	Reporting / Evaluation	<ul style="list-style-type: none"> Provide updates on fundraising legislation and tax implications of international and national trusts and foundations including Private Ancillary Funds, policy advice, plans and recommendations to the Head of Public Affairs and Development. Contribute to the assessment and development of appropriate programs and products to advance fundraising activities of the Institute. Manage all reporting deadlines to Trusts and Foundations. Write and edit progress reports and final acquittal reports in accordance with the various guidelines to Trusts and Foundations, in conjunction with staff. Manage all reporting and acknowledgement requirements relating to Trusts and Foundations. Provide regular reports and recommendations to the Head of Public Affairs and Development. Contribute to annual strategy, forecasting, budget and team operations.
4.	Major Gifts	<ul style="list-style-type: none"> Support Head of Public Affairs and Development in the implementation of major gift asks. Provide research and data to support identification, solicitation and stewardship of major donors.
5.	Financial & Office Administration	<ul style="list-style-type: none"> Carry-out administrative tasks associated with the above mentioned activities. Work within allocated budgets.
6.	Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	A relevant tertiary qualification plus appropriate experience	Essential
	Formal qualifications/experience in proposal writing	Essential

Experience / Knowledge / Attributes		
1.	Demonstrated success in developing donor focused communications	Essential
2.	Hands on approach and the ability to anticipate upcoming issues and adjust work plan accordingly	Essential
3.	Capacity to work independently or in the team to meet tight time frames and expectations	Essential
4.	Demonstrated ability to successfully initiate and support fundraising projects	Essential
5.	Demonstrated ability to translate scientific and technical information into lay terms	Essential
6.	Experience working with Trusts and Foundations or knowledge of how the sector works	Essential

7.	Effective proposal, submission and report writing skills and experience	Essential
8.	Demonstrated ability to interact successfully with a diverse group of people including senior people in research, trusts and foundations, commercial and public sector	Essential
9.	Demonstrated skills with databases including manipulation of data and reporting	Essential
10	Highly developed interpersonal, written and verbal communication skills and highly developed presentation skills	Essential
11.	Demonstrated understanding of fundraising and philanthropy	Essential
12	Organisational skills and the ability to handle multiple tasks simultaneously and under pressure	Essential

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Further Information:

For further information, please contact Paul Rathbone.