Burnet Institute
Medical Research. Practical Action.

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Prospect Researcher (Philanthropy)
Position Number	
Classification	Professional Level 1.1 $29 per hour (including casual loading)
Location	85 Commercial Road Melbourne
Effective Date	November 2019

Purpose:

This casual Prospect Researcher position will support the Burnet Institute's philanthropy team by preparing in-depth research profiles on philanthropic trusts and foundations, corporations and high net worth individuals.

Supervision Reporting Relationships:

This positions' supervisor/manager	Manager, Trusts & Corporate Partnerships
Other positions reporting to this position	Nil

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.	Prospect Research	Undertake desk based research into philanthropic trusts and foundations, corporations and high net worth individuals to support delivery of the fundraising strategy.
2.	Research Profiles	Prepare and/ or update research profiles to assist relationship managing team members within the Philanthropy and Supporter Engagement team.
3.	Briefing notes for key events	Prepare briefing notes for key events and meetings as requested.
4.	Data integrity	Add information obtained through prospect researching into our CRM system.
5.	Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.
6.	Training	Responsible for completing all required training in line with the position / role.

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
Experience of working in philanthropy and/ or research based role	Preferable

Experience / Knowledge / Attributes	
1. Effective report writing skills and experience	Essential
2. Well-developed research skills	Essential
3. Knowledge of basic Microsoft programs, and the internet	Essential
4. Capacity to work independently or in the team to meet tight time frames and expectations	Essential
5. Attention to detail	Essential
6. Demonstrated skills with databases including manipulation of data and reporting	Preferable
7. Demonstrated understanding of fundraising and philanthropy	Preferable
8. Organisational skills and the ability to handle multiple tasks simultaneously and under pressure	Preferable

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: Julie Wood