

Job Description	
JOB TITLE	Development Manager, Australia
REPORTING RELATIONSHIP	Executive Director, Australia (direct) Chief Operating Officer (dotted)
DIVISION	Australia
EMPLOYMENT DURATION	Initially two-year contract
TYPE OF EMPLOYMENT	Full or part time
DATE	November 2020

About The George

The George Institute ('TGI') is 700+ people around the world, all focused on improving the health of millions of people worldwide. As a medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to:

- Find better treatments for the world's biggest health problems ("Better Treatments")
- Transform primary health care to support better health for more people ("Better Care")
- Harness the power of communities, governments and markets to improve health ("Healthier Societies")

As a means to maximise our impact and to generate financial returns, we have established a commercial entity, George Health Pty Ltd, which is a for-profit company comprising four separately incorporated subsidiaries at various stages of development from pre-revenue start-up to global profitability. George Health recently completed a private equity capital raise that will fast-track our drug development program. The Institute is the majority shareholder of the parent company and holds controlling interests in all of the subsidiaries.

Just a sample of the things we're doing to have the greatest impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- Our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- We've shown that simple text messaging can help prevent heart attack and stroke.
- Together with Aboriginal communities in NSW, Australia, we've developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we've shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we're looking at similar approaches to treating chronic diseases in Indonesia and China
- We're developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more



Context of the Role

The Development Australia program is responsible for the Institute's fundraising and philanthropic activities in Australia and helps drive its strategic direction and support the Institute's research goals and deliverables. The role works closely with the Executive Director, Australia (responsible for all research activities in Australia), the Chief Operating Officer (responsible for global operations and Development coordination), the Communications Division (responsible for marketing communications, public, media and government relations) and the Development Director at the Faculty of Medicine at UNSW Sydney.

The Role

The Development Manager, Australia is responsible for developing and implementing the strategic and operational management of the Institute's Australian key donor and strategic funding relationships. These include email campaign donors, Trusts and Foundations, Corporate Partners and High Net Worth Individuals. The Manager is also responsible for working with the Australian Executive Director and senior researchers, as well as the UNSW Development team, in designing and implementing a comprehensive philanthropic fundraising strategy to support the Institute's research in Australia and globally. The role will work closely with Development Manager peers in India and the UK, assisting where appropriate and accessing local targets for mutual benefit.

Reporting Relationships

The Development Manager will report to the Executive Director, The George Institute for Global Health, Australia, and have a dotted line report to the Chief Operating Officer. The Development Manager will work with the Board, the senior management team, and researchers and program managers across the Institute. Close and ongoing integration of activities with the Development Director at the Faculty of Medicine at UNSW Sydney will be a key liaison function.

Duties and Key Responsibilities

- Develop and execute an agreed development strategy for the Institute's Australian philanthropic funding to achieve strategies and targets
- Build the Institute's philanthropic profile and funding sources in Australia
- Proactively engage and collaborate with Institute leaders in Australia to identify projects suitable for philanthropic support and foster productive relationships with team members
- Prepare engaging proposals, solicitation letters, and other cultivation materials and stewardship information for major gift prospects and donors
- Design an agreed stakeholder relations and advocacy strategy to support the Institute's mission, future direction and funding sustainability in Australia
- Develop internal processes and operational functions for the Institute, in order to maximise its philanthropic potential
- Recommend and develop a series of events that engage funders and stakeholders in the work of the Institute in Australia
- Create and implement an annual work plan to ensure activity targets (including number of prospect visits) and dollar goals are met
- Lead the development of gift ideas and strategies, in collaboration with academic leaders in Australia and colleagues overseas working on the global development program
- Manage and direct external consulting resources and internal administrative resources in the execution of the philanthropic strategy and in the engagement of related stakeholder and advocacy activity
- Develop and manage an Institute workplace giving program in Australia
- Report on funding expenditure, as required



As a Team Member

- Participate in special projects to improve processes, tools, systems and organisation
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of the Institute's Performance Management and Development Policy
- Demonstrate commitment to the Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration and teamwork in all efforts

Work, Health and Safety

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute
- Promote and contribute to a safe, secure environment for staff and visitors

Skills, Knowledge and Experience

- Relevant tertiary qualifications and experience in development and donor relations preferably within the university or medical research or not-for-profit sector
- Demonstrated knowledge and experience of philanthropy at a strategic and operational level
- Extensive experience in working with philanthropic funders and an awareness of their requirements, strategies and approaches
- A genuine interest in the translation of world class scientific health and medical research into policy and practice
- An awareness of key government and policy processes and how to leverage these in the context of this role
- Excellent written and verbal communication skills with the proven experience preparing a range of high-level and confidential communications e.g. briefings, proposals and written presentations
- Evidence of success in building and maintaining strong relationships with senior staff, influential donors, and external organisations for successful fundraising outcomes
- Demonstrated ability in building a highly targeted and robust pipeline of prospects through effective prospect research
- Broad knowledge of the principles of fundraising and tax laws that impact charitable giving, personal assets and estates
- Proficiency in SalesForce and managing large databases and communications
- Availability and willingness to travel or work extended hours if required