

Job Description	
JOB TITLE	Development Manager, Trusts and Foundations
CAREER STEP	Step 4 (Specialist)
REPORTING RELATIONSHIP	Development Director, Australia
DIVISION	Executive Directors Office
EMPLOYMENT DURATION	Continuing
TYPE OF EMPLOYMENT	Full Time (1 FTE)
DATE	December 2021

The George Institute for Global Health

We are a medical research institute affiliated with leading universities aiming to challenge the status quo in health care. With 700+ people around the world, and projects in over 40 countries, our Strategy 2025 is all about impact – specifically, the impact of The George Institute’s activities on the health of millions of people, particularly those living in disadvantaged circumstances around the world.

Our strategy focuses on three key research priorities:

- Better Treatments: finding better treatments for the world’s biggest health problems
- Better Care: transforming primary health care to support better health for more people
- Healthier Societies: harnessing the power of communities, governments, and markets to improve health

Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- 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 have 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
- Together with Aboriginal communities in NSW, Australia, we developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We are 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 George has ambitious philanthropic goals and will soon embark on its inaugural fundraising campaign to address global health inequality. To achieve this goal, we need to build a team of exceptional fundraising professionals and a community of donors who want to partner with us to tackle



these challenges together. We will grow this community by building awareness and increasing engagement through strategic relationship management to secure significant philanthropic commitments. We need to recruit a team of skilled fundraisers who share this passion and want to help us improve the lives of millions of people worldwide.

The Role

To generate philanthropic income from Trusts and Foundations through the management of a portfolio of Trusts and Foundations in alignment with the strategic direction of The George Institute for Global Health.

Reporting Relationships

Reporting directly to the Development Director, Australia.

Working closely with the Institute's Principal Directors and Executive Director, Australia, as well as leading researchers.

Duties and Key Responsibilities

- Manage a portfolio of 100 trusts and foundations by developing engagement strategies to deepen their involvement and grow their philanthropic support of The George
- Work strategically with researchers and other Development team members to develop compelling proposals that align with the funders interest
- Identify and engage with Trustees and other key influencers to maximise the philanthropic opportunities presented to The George
- Work to agreed annual performance targets and develop a clear plan to achieve these
- Provide specialist expertise on trust and foundation fundraising and solicitation techniques to researchers to develop long-term relationships with key funders
- Build and manage relationships with key internal and external stakeholders across The George
- Analyse and report on trust and foundation trends and best practices, making recommendations for continuous improvement of program strategy and processes
- Work with the Development Director, Australia, in the development of ideas and strategies to maximise philanthropic revenue
- Contribute to developing internal processes and operational functions for The George to help maximise its philanthropic potential

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

Essential

- Experience managing a portfolio of trusts and foundations with demonstrated success in closing gifts and achieving fundraising targets
- Experiencing in developing and managing a financial pipeline
- Excellent written and verbal communication skills with the ability to develop compelling proposals that communicate the impact of complex medical research
- Experience in writing and producing acquittal and impact reports
- Excellent interpersonal, negotiation and influencing skills to build and manage strong relationships with a diverse range of influential individuals to achieve successful fundraising outcomes
- Experience in working with CRMs to ensure accurate records are kept, including creating and maintaining financial forecasts and other governance documents
- Experience in managing projects with tight deadlines.

Desirable

- Experience of medical research fundraising
- Experience of developing donor cultivation and stewardship events
- Experience of working with Salesforce.