

FLOREY NEUROSCIENCES INSTITUTES



Position Description

Position Title	Fundraising Manager
Responsible to	Group Director, Fundraising & Marketing
Team/Group	The Fundraising & Marketing Group is part of FNI Administration and comprises five staff – the Group Director, the Fundraising Manager, the Marketing & Communications Manager, the Donor Management Officer and the Bequest Officer.
Area of Responsibilities	<p>The Fundraising Manager's main purpose is to maximise the generation of funds to support the FNI's current and future scientific programs and work closely with the Group Director and other fundraising and marketing staff to manage the day-to-day fundraising activities of the Florey Neuroscience Institutes.</p> <p>The Fundraising Manager will contribute to long-term planning and will work closely with the Group Director in the development of the FNI Fundraising Strategy and in the management and implementation of philanthropic activities directed at increasing funding from philanthropic, corporate and private sectors.</p> <p>The Fundraising Manager is expected to be an articulate, confident and well-presented individual with organisational, networking and interpersonal skills, together with broad fundraising experience. The ability to work effectively under pressure managing a range of activities as part of a cohesive team would be an added advantage</p>
Qualifications and Experience	A relevant Degree with a minimum of 7 years experience in the fundraising sector

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To help create one of the world's top 10 neuroscience institutes, the Howard Florey Institute, the Brain Research Institute and the National Stroke Research Institute have amalgamated to form Florey Neuroscience Institutes (FNI). The \$225 million project includes the construction of two new purpose-built state-of-the-art research facilities. The Mental Health Research Institute and University of Melbourne neuroscientists will co-locate with the FNI in the new facilities at the University's Parkville campus and at the Austin Hospital in Heidelberg.

The FNI, Mental Health Research Institute and the University will combine their world-class research skills to develop more effective treatments for the millions of Australians affected by brain disorders every year.

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The new facilities at Parkville and Heidelberg will accommodate around 700 staff and students.

The FNI will attract the best neuroscientists from Australia and around the world to its Melbourne facilities. Preparation of the building sites has already commenced and it is hoped construction of the FNI facilities will be completed by 2011.

Providing significant funding for this project are the Victorian Government, Federal Government, University of Melbourne, the Ian Potter Foundation and the Myer Family.

Our Mission: *To Improve life through brain research*

Our Vision: *To be recognised as a leading international brain research facility*

Our Values: *Innovation and excellence, commitment and passion, integrity and rigour, collaboration and team work*

THE POSITION

Key Responsibilities

Strategic Planning

- Assist the Group Director in the development of a comprehensive and coordinated Fundraising Strategy for FNI.
- To support the Fundraising Strategy, develop a realistic annual fundraising plan, specifying the objectives, activities and desired outcomes.
- Develop and monitor an annual fundraising budget

Fundraising

- Implement and manage all fundraising activities and events
- Manage systems and programs which provide accountability to donors for their gifts including, gift acknowledgement, accurate record-keeping and any reporting required
- Generate increased income from existing sources
- Identify and research potential funding opportunities
- Cultivate prospects through personal contact, telephone and written communications
- Develop proposals for projects that could attract new funding
- Maximize funding opportunities from charitable trusts and foundations, corporate and other granting bodies through submissions. Maintain relationships with scientific staff across FNI in relation to funding/grant submissions to these organisations.

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- Nurture relationships with and manage reporting obligations to charitable trusts and foundations, corporate and other granting bodies
- Work closely with the Marketing & Communications Manager to develop and / or maximise fundraising opportunities created by profile-raising activities
- Manage the FNI's database for quality control and growth, including recording of all contact with donors, prospects, stakeholders and other supporters
- Maintain knowledge of various approaches to fundraising to such as online, direct mail, major gifts and bequests.
- Implement and manage a program of donor relations and communication
- Take a personal role in donor relationships and the gift process where appropriate
- Create a positive and enthusiastic environment to the FNI's fundraising activities
- Alert the Group Director to newly identified funding opportunities

Networking & Professional Development

- Network and liaise with prominent individuals and organisations within the private and corporate sectors to increase both awareness of, and support for, the FNI's activities
- Liaise with Marketing & Communications Manager in relation to the development of the Internal Communications Plan to ensure that a high level of internal awareness of fundraising activities and opportunities exists
- Build and maintain knowledge of current industry practices and trends by attending appropriate workshops, seminars and other functions

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Reporting & Liaison

The Development Manager reports to the Group Director, Fundraising & Marketing is a senior member of the Fundraising & Marketing Team and works closely with the Marketing & Communications Manager, the Bequest Officer and the Donor Liaison Officer.

Occupational Health & Safety

We all have a role to play when it comes to health and safety in our workplace. The Occupational Health and Safety Act 2004 sets out responsibilities for employers as well as employees, and also provides a framework for dealing with health and safety issues. Employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others as well as co-operate with any measures introduced in the workplace to improve O.H & S and report any incidents/injuries.

Continuous Quality Improvement

Continuous Improvement is an important aspect of all our roles to ensure we assess, review and change our practices in an effort to improve our delivery of research or work processes. Each staff member needs to take an active role in promoting and generating improvement processes within their area and more generally across the organization.

Equal Employment Opportunity

FNI is a equal opportunity employer who encourages diversity in the workplace through flexible work practices and family friendly policies.

Confidentiality and Intellectual Property

An important aspect of your role is dealing with confidential information and aspects of intellectual property as such you will adhere to the Florey Neuroscience Institutes Standard Terms and Conditions on Confidentiality and Intellectual Property, as approved from time to time by the Head Business Development.

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THE PERSON

Skills and Attributes

Essential

- Relevant tertiary qualifications or extensive experience in the fundraising sector
- At least seven years experience in a similar role
- Ability to operate Raiser's Edge or similar database system
- A successful track-record in fundraising and marketing
- Demonstrated ability to deliver results
- Demonstrated strategic planning and financial management skills
- Interpersonal skills of a high order
- Demonstrated networking skills, including the ability to canvass support from both internal and external sources

Desirable

- Knowledge of health/medical research sector

Key Performance Indicators

- To be discussed upon appointment
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Appraisal

An initial appraisal is conducted 4 months after appointment and on an annual basis thereafter.

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I have read, understood and accept the above position description.

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Name

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Name

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Signed
Employee

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Signed
Team Leader/Supervisor

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Date

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Date