

JOB ADVERTISEMENT

PHILANTHROPY AND FUNDRAISING MANAGER

The ALLG specialises in research that creates better treatments and better lives for those with a blood cancer. For more than 40 years our member doctors have continued to establish high impact clinical trials for their patients. The new position of Philanthropy and Fundraising Manager is pivotal to the continued success of the vibrant clinical trial program. Reportable to the CEO, this position has responsibility for the fundraising objectives, and delivery of programs that will increase our engagement with supporters. Demonstrated fundraising strategy competence is essential. Experience in devising and implementing major gift campaigns and other planned activities to grow our supporter base will make you a key candidate for this role. You will be a highly motivated self-starter and be proficient in your use of MS Word suite, desktop publishing and the eTapestry platform. Highly alert to ethical and professional standards is a must. The position is part-time, for 12 months with the possibility of continuation, and in a team dedicated to research excellence in a progressive clinical trial setting.

Responsibilities include:

- Design, implement and monitor fundraising strategies that increase the ALLG support base
- Grow and manage philanthropic approaches, grant applications and fundraising campaigns
- Preparation of periodic reporting, including KPI reports
- Manage and implement donor relations, recognition and stewardship strategies
- Maintain licenses, policies, procedures and data metrics
- Coordinate the agenda and papers of the Philanthropy and Fundraising Committee
- Assist with marketing activities for appeals to maximise reach and promotion
- Can do, positive attitude toward new opportunities

KEY SKILLS AND CRITERIA

- **Tertiary qualification in philanthropy, fundraising or related field**
- **Experience in health or the Not For Profit sector**
- **Demonstrated experience in devising and implementing fundraising communications and campaign plans**
- **Past success with identifying, writing, and submitting grant proposals to private and public trusts and foundations**
- **Excellent communication skills, including persuasive abilities, effective listening, diplomacy and tact in dealing with donors**
- **Hands on professional with ability to work autonomously across multiple projects with tight timelines**
- **Demonstrated experience with MS Word, Outlook, Excel, PowerPoint and Access, eTapestry (or similar)**
- **High attention to detail**
- **Ability to review processes and suggest improvements to enhance existing methods**
- **Ability to work within a multi-disciplinary team environment**
- **Data entry and data reporting**
- **Understanding of medical terminology (desirable but not essential)**

The ALLG as a not-for-profit organisation offers salary packaging entitlement.

To apply candidates must submit a cover letter addressing the listed key skills and criteria above, and provide a copy of current CV.

Copy of position description available on request, contact Delaine Smith CEO ALLG.

CLOSING DATE: 5pm 8 November 2017