

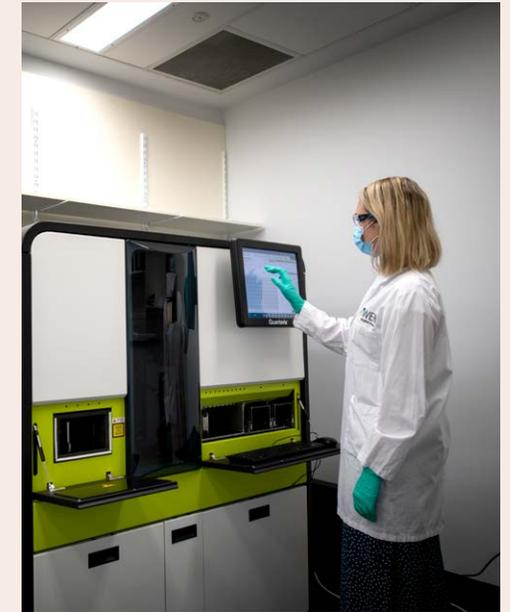
# The Walter and Eliza Hall Institute of Medical Research (WEHI)

Philanthropic Grants Manager



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# Background Information

## Organisational Environment

WEHI is one of Australia's leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic and translational research. Established in 1915, WEHI is Australia's longest serving medical research institute. Ranked 19th in the world in the 2019 Nature Index for not-for-profit/non-governmental organisations in biomedical sciences, WEHI was the top-placed Australian medical research Institute in the index.

With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing. We are at the forefront of research innovation, with a strong commitment to excellence and investment in research computing, advanced technologies and developing new medicines and diagnostics. And our researchers are strongly supported by Professional Services teams.

The Institute is organised around five themes; Cancer Research and Treatments; Infection, Inflammation and Immunity; Healthy Development and Ageing; New Medicines and Advanced Technologies and Computational Biology. It is committed

to delivering long term improvements in treating and diagnosing diseases, with many national and international clinical trials underway based on research undertaken at the Institute.

The Institute's main laboratories are located in the world-renowned Parkville precinct, a vibrant and collaborative life science research, education and healthcare hub. The Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University's R&D Park in Bundoora and includes facilities for medicinal chemistry and antibody development and production.



## Organisational objectives

### Discovery and translation

To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

### Education and training

To educate and train world class scientists and to attract, develop and retain the best and brightest workforce.

### Organisational culture

To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

### Engagement

To engage with our stakeholders to improve outcomes, building support and secure resources for medical research.

### Sustainability

To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.

### Organisational values

- Contribution to Society
- Integrity and Respect
- Collaboration and Teamwork
- Accountability
- Creativity
- Pursuit of excellence

For further information on WEHI please go to:

<https://www.wehi.edu.au/>

## The Fundraising and Philanthropy Department (F&P)

F&P contributes to the financial sustainability of WEHI by attracting revenue from non-government sources, including philanthropic individuals, trusts and foundations, community-based fundraising organisations and bequests. Philanthropic funding helps the Institute to remain at the forefront of research and technology, to recruit and retain the best scientific staff, and creates a buffer against changes in government funding programs.

Under the leadership of the Head of Philanthropy, the F&P Department is comprised of five teams;

- Trusts and Foundations
- Major Gifts and Bequests
- Annual Giving
- Philanthropy Services
- Donor Relations.

For further information on giving at WEHI please see:

<https://www.wehi.edu.au/donate>



# The Role

## Job Title

Philanthropic Grants Manager

## Location

Melbourne

## Reports to

Senior Manager, Philanthropic Grants

## Key Relationships

- F&P Colleagues
- Communications and Marketing Colleagues
- Internal and external stakeholder groups including scientists and other professional services teams.

## Purpose

As a key member of a dynamic and highly skilled Trusts and Foundations team, the Philanthropic Grants Manager is responsible for building professional and impactful relationships on behalf of WEHI with representatives of grant making organisations including staff, trustees and executives.

A skilled fundraising professional, this role will position WEHI as the partner of choice for philanthropic grant makers seeking to achieve transformational impact, and build long-term, productive relationships with shared objectives.

You will bring excellent written and verbal communication skills with meticulous attention to detail, to enable the delivery of compelling, donor-centric grant applications.



# Key Criteria for Success

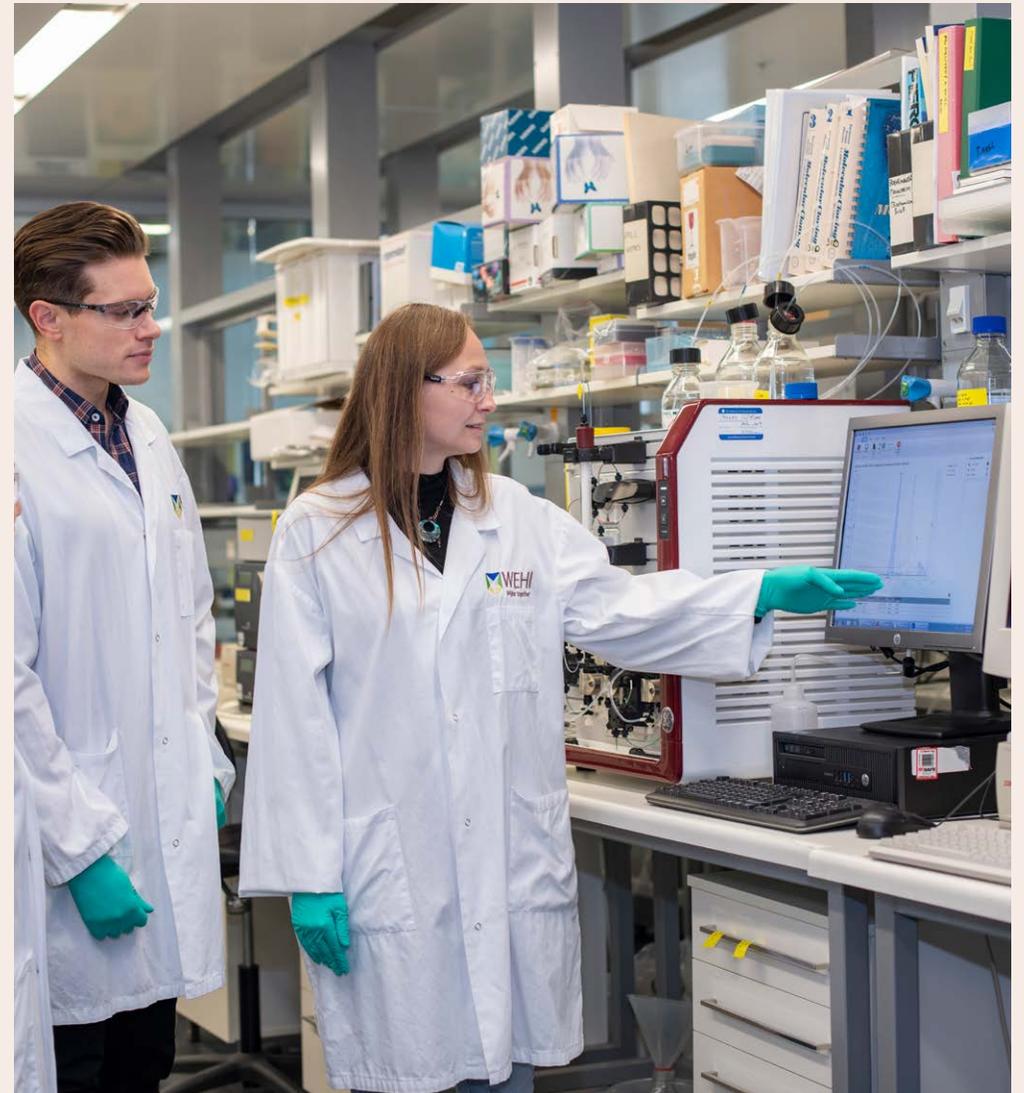
*After 12 months in the position, the successful candidate will have:*

- created and put in place a comprehensive strategy and operational plan for philanthropic grants.
- set and met individual KPIs agreed with the Senior Manager, Philanthropic Grants.
- gained an in-depth understanding of the Institute and its priorities for fundraising.
- built strong relationships internally with key members of the F&P team, researchers and WEHI more broadly.
- built strong relationships with philanthropic trusts and foundations and other grant making organisations.



# Key Responsibilities

- Deliver a range of frontline fundraising strategies with trusts and foundations; focused on targeted cultivation, solicitation and stewardship of trusts and foundations aligned with the F&P strategy and WEHI more broadly.
- Manage, identify and grow a portfolio of trusts and foundations; plan, prepare and submit proposals and applications to grant making organisations and ensure that key relationships are fostered to promote the success of the application.
- Provide advice to scientists on crafting strategically aligned, compelling and 'plain English' applications to support the solicitation and stewardship of grants from trusts and foundations.
- Manage the reporting and acquittal of grants to trusts and foundations, delivering on time and above the expectations of the grant maker's conditions. This will include communicating honestly and transparently when timelines have not been met.
- Maintain up-to-date and accurate database records to maintain a pipeline of opportunities, record outcomes as well as post award activities.



# Person Specification

## Experience and knowledge

- Degree qualified or an equivalent alternate combination of knowledge, training and/or experience.
- Strong, demonstrated experience in writing successful trust and foundation submissions. This includes taking the lead on preparing major funding applications, managing existing donors and working independently.
- Demonstrated experience taking a proactive, creative and donor-centric approach to fundraising from trusts and foundations.
- Experience meeting annual income targets.
- Knowledge of the Australian philanthropic landscape with an excellent understanding of the key factors required for successful grant applications.

- Comprehensive working knowledge of Microsoft Office (i.e., Excel, Word, PowerPoint, Outlook) and Raiser's Edge/ RE NXT (or at least another CRM/donor relationship management platform).
- Highly developed interpersonal skills and the ability to communicate respectfully and sensitively with a broad range of stakeholders, including major donors, board members and senior staff.

## Skills and abilities

- A proven self-starter who is self-motivated, proactive, disciplined, creative, and with excellent attention to detail.
- Highly developed planning and organisational skills with the ability to prioritize projects, work within time frames and meet deadlines.
- Advanced written communication skills, including the ability to express material with clarity, validity and precision, with persuasion, and in a manner that appeals to the audience.
- Ability to interpret, dissect and analyse complex written material such as scientific and health information, grant guidelines and application forms.
- A strong team player who is highly collaborative, responsible and accountable, flexible with the ability to compromise, yet also able to operate with conviction.

## Attributes

- Demonstrated experience in taking the lead on preparing major funding applications, managing existing donors, and working independently, as much as they enjoy working as part of a highly collaborative and supportive team.
- Approachable with an absolute commitment to an exemplary donor experience.
- A commitment to the values and behaviours at WEHI.



# Next steps

## Terms

This position is initially offered on a two year fixed term contract, reviewed after 12 months.

To discuss salary parameters please call **Judith Marks**, Senior Consultant, Richmond Associates, Australia Office on +61 2 8218 2185.

## Diversity

WEHI embraces diversity amongst staff and students and knows the importance of an inclusive workplace culture to the success of its organisation.

It is actively committed to achieving gender equality across the workforce. The institute has a range of policies and initiatives in place to address under-representation of women at senior levels and to support people with caring responsibilities.

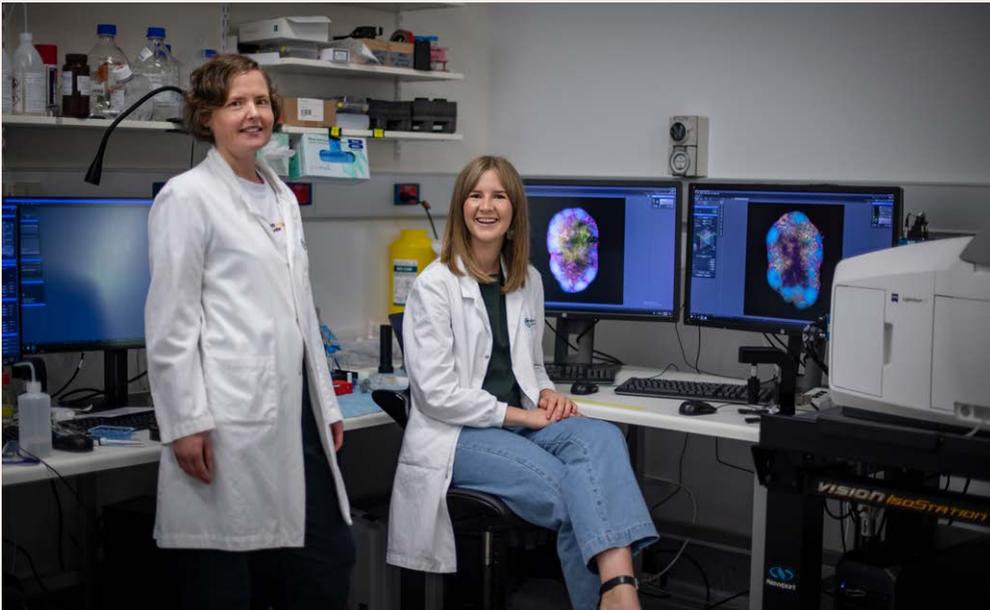
The Institute has a strong commitment to the process of reconciliation and creating meaningful employment and training opportunities for Aboriginal and Torres Strait Islander Peoples.

We encourage applications from people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people with a disability, and people from the LGBTQIA+ community.

## A safe and sustainable workplace

The Institute is committed to developing a safe and sustainable workplace with rigorous risk, compliance and governance systems. As an employee you are expected to:

- Comply with Institute policies, plans and procedures.
- Take reasonable care of your own safety and the safety of others including using Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all risks, hazards, incidents/ injuries and near misses.
- Attend and complete training programs as documented in individual training needs matrices, within proposed time frame.
- To the extent of your role responsibilities and obligations proactively contribute to a safe and sustainable workplace.





## How to Apply

### Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined.
3. Details of your latest salary, notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).
4. Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

## Selection Process

The applicants with the most relevant experience will be invited to have initial, in depth discussions with Judith Marks, Senior Consultant, Richmond Associates, Australia Office.

Initial interviews with Richmond Associates are scheduled to take place between **24 and 28 January 2022**. Panel interviews with WEHI will be from **8 – 10 February 2022**.

Closing date for applications is Friday 21 January 2022

Please send your application to  
**Judith Marks:**

✉ [info@richmond-associates.com](mailto:info@richmond-associates.com)