

JOB DESCRIPTION

Position Title	Senior Manager, Key Relationships	Level	C
Reports to (role)	Head, Development		
Team	Communications and Development		
Location	Telethon Kids Institute, Northern Entrance, Perth Children's Hospital		

PURPOSE OF POSITION

The Senior Manager, Key Relationships is responsible for leading and managing the Telethon Kids Institute's successful major donor strategy. The postholder will develop and maintain relationships with individual and organisational donors who are inspired by the Institute's mission to improve the health, development and lives of children and young people through excellence in research. These donors help realise the mission by providing substantial levels of support to the Institute's many areas of health and medical research.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Program Management	<ul style="list-style-type: none"> Plan, direct and evaluate the major donor fundraising and stewardship program, which represents 75-80 percent of the Institute's annual fundraising income. With research leaders, create fundable programs and opportunities that will resonate with donors. Programs will be innovative, highly impactful, essential, urgent and inspiring. Produce high-quality proposals that reflect the mutual interests of the Institute and those of donors. 	<ul style="list-style-type: none"> Annual increase in the number of major donors and contributions Fundraising activity supports the strategic priorities of the Board and institute leadership team.

Relationship Development and Management	<ul style="list-style-type: none"> • Personally develop and maintain relationships with more than 100 individuals, foundations, corporates and other organisations with the ability to make significant contributions. • Work closely with volunteer committees and members of the Telethon Kids' Board to identify prospective donors and build successful relationships. • Collaborate with external stakeholders to cultivate major gifts. 	<ul style="list-style-type: none"> • Year-on-year increase in funds raised and number of donors. • Productive and positive professional relationships with internal and external stakeholders.
Leadership	<ul style="list-style-type: none"> • Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable work plans and identified projects, whilst maintaining a high level of service for business as usual activities. • Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed. • Hold direct reports accountable to their responsibilities and results. • Be a role model for effective and positive leadership which is ethical, results driven and future-oriented. • Foster a culture of transparent, effective, timely and appropriate internal and external communication. • Effectively manage change management processes, encouraging innovation, diversity and continuous improvement. • Support the professional development of staff through coaching, mentoring, training and collaboration opportunities. • A requirement of this position is that the incumbent may be required to undertake various other duties as directed. 	<ul style="list-style-type: none"> • Staff understand and embrace organisational culture, directions, goals and client service ethos. • Staff are aware of their responsibilities and expectations in their roles. • Staff feel supported and engaged.

Workplace Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.
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ESSENTIAL CRITERIA

Qualifications:	Tertiary qualification
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Extensive and demonstrable experience in fundraising or business development, including minimum five years' experience at a senior level. • Experience of working with high-level committees to deliver major financial outcomes. • At least five years' people management experience. • A strategic, creative and practical thinker and planner. • Demonstrated ability to lead, manage and work effectively in a complex and changing environment. • Outstanding written and verbal communication skills. • Superior people skills – caring, consultative, collaborative and collegial – with the ability to develop strong internal and external relationships that create confidence. • Demonstrated ability to understand donor motivations and develop targeted and appropriate engagement opportunities and proposals. • Ability to work independently and as part of a high-performing team. • Ability to develop personal and corporate relationships with internal and external stakeholders. • Ability to work effectively in a complex and changing environment. • Ability to work responsibly and appropriately with highly confidential information.

DIRECT REPORTS

- Key Relationships Officer
- Major Gift Assistant / Researcher

Approved by:

Head, Development

Date approved:

1 April 2019

Reviewed by P&C:

1 April 2019