

# Position Description

## Head of Philanthropy

<b>Classification:</b>	EX04/HS6
<b>Business unit/department:</b>	Austin Health Foundation
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	38
<b>Reports to:</b>	Foundation Director
<b>Direct reports:</b>	2
<b>Financial management:</b>	Budget: TBA
<b>Date:</b>	January 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The Head of Philanthropy is a member of the Austin Health Foundation leadership team, responsible for the strategy, growth and performance of philanthropic giving across Austin Health, including Austin Hospital, Olivia Newton-John Cancer and Wellness Centre, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre.

Reporting to the Foundation Director, this role oversees the acquisition, retention and development of high-value and multi-year donor relationships, developing a sustainable funding pipeline ensuring long-term philanthropic income growth.

The role is responsible for strategy development and implementation of the major gifts, grants and gift in Will portfolios, building a program of activities to attract new high-value donors, and steward and solicit gifts from current supporters.

This role has responsibility for the management of high-level relationships between key stakeholders and the Board, CEO, Executive and Foundation Director.

## About the Directorate/Division/Department

The Austin Health Foundation is the fundraising department of Austin Health, supporting fundraising and philanthropic giving to enhance patient care, research, education and innovation. The Foundation manages philanthropic and volunteer development across Austin Health including Austin Hospital, the Olivia Newton-John Cancer and Wellness Centre, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre.

The Foundation oversees fundraising, donations, capital campaigns, sponsorships and philanthropic grant applications, working in partnership with clinical, research and executive leaders across Austin Health.

## Position responsibilities

### Leadership and Strategy

- Contribute to the strategic direction of the Austin Health Foundation as a member of the leadership team.
- Lead development and execution of the Foundation's strategy to drive philanthropic giving aligned to organisational priorities and the fundraising strategy.
- Foster a donor-centred, insight-led, high-performance culture across the philanthropy team.
- Work in close partnership with the Head of Fundraising and Head of Partnerships to ensure clear portfolio boundaries, seamless supporter journeys and effective prospect handover.
- Set ambitious KPI's and lead the development and management of annual budget, forecasts and performance plans.
- Develop relationships and work closely with leaders across the organisation, advocating for a culture of philanthropy and identifying appropriate funding opportunities
- Drive continuous improvement in fundraising capability, systems and ways of working.

### Individual Donor Development

- Identify and develop a strong pipeline of prospective donors, managing engagement plans to grow the number of active donors, average gift and overall income.
- Develop persuasive cases for support, translating complex information into compelling proposals targeted to donor interests.
- Appropriately and confidently ask donors for financial contributions to support initiatives.
- Work with internal staff and departments to ensure timely and accurate impact reports.

### Gift in Wills

- Oversee development, implementation and growth of the gift in Wills program.
- Support the gift in Wills manager to ensure the strategy is implemented and integrated with other Foundation activity.
- Ensure clear and accurate reporting and management of Estate funds.
- Oversee engagement and recognition strategies for bequestors.



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## Philanthropic Trusts

- Oversee the development, implementation and growth of the philanthropic grants program, identifying new opportunities and engaging with past and current funders.
- Support the Philanthropic Grants Manager to ensure the strategy is implemented and integrated with other Foundation activity.
- Work with the Philanthropic Grants Manager to identify and articulate appropriate and transparent processes for grant application opportunities.

## People Leadership

- Lead, coach and develop team members to deliver strong performance and career growth.
- Establish clear accountabilities, role clarity and performance expectations.
- Model inclusive leadership and contribute to a psychologically safe and respectful workplace.

## Selection criteria

### Essential skills and experience:

- More than 5 year's demonstrated success in management and relationship building with high-level donors including gifts of \$1m +
- Experience in growing Trusts and Foundation and gift in Will portfolios
- Experience in moves management framework measured within a CRM
- Previous staff management experience
- Ability to lead and autonomously manage multiple projects in a complex organisation, showing attention to detail and ability to follow up and drive projects forward
- Focus on results, with demonstrated ability to pivot and adapt strategies to overcome challenges and ensure targets are achieved
- Current driver's license and ability to work flexible hours when required

### Desirable but not essential:

- Experience working within health or the public service
- Knowledge and experience with Salesforce CRM

## Professional qualifications and registration requirements

There are no specific qualifications required for this role.



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## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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