

Position Description

Director – Austin Health Foundation

Classification:	EX03/HS8
Business unit/department:	Austin Health Foundation
Work location:	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)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	38
Reports to:	Chief Strategy, Sustainability and Engagement Officer
Direct reports:	Three
Financial management:	Total revenue target of c \$9m
Date:	September 2025

Austin Health acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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 Director of the Austin Health Foundation reports to the Chief Strategy, Sustainability and Engagement Officer and is responsible leading;

- Fundraising functions, which includes fundraising for a variety of programs across each campus: Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation Centre and the Olivia Newton-John Cancer & Wellness Centre.
- Austin Health Volunteers, who are engaged in meaningful roles that enhance the experience of Austin Health patients, their families, staff and our community.

The position has overall accountability for the performance of these teams, ensuring clear strategies, business planning and reporting are in place, and that activities align with and support Austin Health's strategic agenda. Given the importance of the functions under this position, the successful candidate will have regular engagement with Austin Health Executive team including the CEO.

About the Directorate/Division/Department

Fundraising activities are a legitimate and important activity for Victorian health services and provide an opportunity to obtain additional revenue.

The Austin Health Foundation, which is the fundraising department of Austin Health, actively seeks and encourages philanthropic gifts and sponsorships to supplement government funding. The Austin Health Foundation manages all fundraising, donations, capital campaigns, some sponsorships, and applications of grants to philanthropic organisations on behalf of Austin Health. Funds raised are used to purchase additional medical equipment, fund research activities, and provide education opportunities to improve patient outcomes and to fund other patient care initiatives.

The Volunteer Engagement team are responsible for leading the recruitment, on boarding and support of registered volunteers who are placed in formal volunteer roles at Austin Health that directly and indirectly benefit our patients, including programs that are auspiced by Austin Health. The team is also responsible for supporting staff to successfully and sustainably engage volunteers.

Position responsibilities

- Lead the development of a fundraising strategy for Austin Health, for Board approval.
- Develop annual business plans/budgets that enable the achievement of Austin Health's fundraising revenue targets.
- Ensure that fundraising activities meet budget objectives, including costs and revenue targets.
- Develop and mature the fundraising brand for Austin Health.
- Ensure professional and robust governance and reporting are in place for all fundraising activity.
- Contribute to increased revenue generation via innovative fundraising activities.
- Lead the development and delivery of the volunteer engagement strategy, with the primary focus of ensuring meaningful roles for volunteers that enhance patient experience.
- Ensure the maintenance of volunteer policies and procedures and the program of work for volunteer recruitment, training, coordination, engagement and recognition.
- Build effective and mutually beneficial relationships and engagement opportunities with external stakeholders to support Austin Health.
- Ensure the Division's operations, processes and procedures are reviewed as necessary to ensure their effectiveness and support the team's performance.
- Ensure the CEO and Austin Health Executive are well briefed on matters affecting the Fundraising team's performance, including the provision of advice and recommendations on measures to ensure the division's performance.
- Lead, coach and mentor high-performing teams and provide clarity and direction in a complex and dynamic environment.



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Selection criteria

Essential skills and experience:

- Experience in a senior leadership role, including proven ability to work with senior executives and with a Board.
- The ability to lead the preparation and execution of fundraising programs in the not-for-profit sector.
- Demonstrated experience influencing across an organisation and connecting the right people at the right time to achieve desired outcomes.
- Exceptional stakeholder management skills and the ability to build strong rapport and effective working relationships with colleagues, stakeholders, strategic partners, major donors and sponsors.
- Significant experience of budget management and business planning.
- Exceptional written and verbal communication skills and the ability to target messages to diverse audiences.
- Excellent people leadership and interpersonal skills and demonstrable experience of leading and developing teams.
- Personal attributes that include motivation around purpose, enthusiasm for outcomes and confidence.
- Relevant tertiary qualifications

Desirable but not essential:

- Experience working within health or the public service valued but not essential.

Professional qualifications and registration requirements

There are no qualifications or registration requirements 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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