

Position description

Position title	Gift in Will Coordinator
Department	Fundraising
Position reports to	Kath Sell, Philanthropy Lead, Planned Giving
Positions that report to this position	
Type of employment	Part-Time, Fixed-Term (3 days a week) 0.6 FTE
Location	The Royal Children's Hospital Foundation, 48 Flemington Road, Parkville

The Royal Children's Hospital Foundation
<p>Founded in 1989, The Royal Children's Hospital (RCH) Foundation is the fundraising arm of the RCH, one of the world's leading children's hospitals. The RCH Foundation has the vital role of raising and distributing donated funds to the hospital. While a legally separate organisation, the RCH Foundation works closely with the RCH in achieving its vision.</p> <p>The people of Victoria love the RCH and in giving to the RCH Foundation, whether through linked fundraising appeals like the Good Friday Appeal or RCH Auxiliaries in their community, they feel a great ownership. As a result of this ownership and the fact that the RCH Foundation is therefore a custodian of these donated funds, the RCH Foundation takes seriously its role for and on behalf of those donors.</p> <p>Generous community support helps to sustain the hospital's role as international leader tackling some of the world's biggest health issues, and the RCH Foundation supports a vast network of fundraisers and donors. Donated funds drive the hospital's growth, are utilised for purposes of medical excellence, and support only the most innovative, life-changing programs and initiatives – that would otherwise not exist - in the areas of research, leadership, training, technology, equipment, and patient and family centred care.</p> <p>VISION</p> <p>We are the RCH Foundation, and we are changing the future of children's health. Our vision is that the RCH, founded in philanthropy, supported now and in the future will have the capacity to transform health care for children and young people.</p> <p>MISSION</p> <p>We inspire our community to invest in the hospital's future by supporting care, treatment, research and learning that will improve the lives of young people and their families.</p> <p>STATEMENT OF IMPACT</p> <p>The hospital will become a global centre of excellence in the care and treatment of the sickest and most vulnerable children and young people. With the support of integrated research programs, great academic leadership, and first-class staff, it will truly be known for its impact on childhood disease, nationally and internationally.</p>

PURPOSE OF POSITION
<p>The Royal Children's Hospital Foundation Gift in Will (GIW) program aims to promote and solicit Gift in Wills to our donors and the wider community, and effectively steward already committed donors.</p> <p>It's an exciting time of growth in the GIW space at the Foundation. The program generates significant income for the RCH Foundation, and is a focus of the current strategic plan, with a growth agenda set. With a new team and strategy in place the Foundation is set to substantially grow the annual income over the coming years.</p> <p>The Gift in Wills Coordinator is responsible for cultivating and soliciting Gift in Wills donors and prospects and providing highest levels of donor care. The role will assist in the implementation of the GIW strategy, manage own portfolio of donors and assist to coordinate key acquisition and stewardship activities.</p> <p>Communication:</p> <p>Internal</p> <ul style="list-style-type: none"> • GIW team • Individual Giving team • Wider fundraising team and Fundraising Director • CEO • Volunteers and Auxiliary members • RCH staff and campus partners <p>External</p> <ul style="list-style-type: none"> • GIW donors and prospects • Patient families • Good Friday Appeal • Suppliers and contractors • Local, national and international not-for-profit networks

KEY ACCOUNTABILITIES
<ul style="list-style-type: none"> • Build and maintain excellent relationships with new and existing supporters with the aim to increase the number of confirmed Gift in Will donors • Solicit Gift in Will prospects to reach agreed annual committed donor targets • Actively promote GIW to Foundation staff, RCH staff and campus partners • Act as acquisition champion and coordinate key acquisition activities for GIW program, including donor events and tours. Provide support to stewardship champion. • Integrate donor communications with key campaigns across the annual calendar to enhance donor giving • Contribute to administration of seamless moves management process • Work collaboratively across the organisation with the goal to enhance donor giving • Maintain timely and accurate donor records in Salesforce • Report regularly on GIW pipeline • Ensure all GIW activities comply with all relevant privacy and fundraising legislation, and Foundation policies and procedures

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED
<p>Essential:</p> <ul style="list-style-type: none"> • Minimum 2 years' experience as a fundraising and philanthropy professional. • Advanced knowledge of Microsoft Office Suite and customer/donor management database software. • Demonstrated superior written and verbal communication skills, with an ability to exercise discretion in dealing with sensitive information and maintaining confidentiality at all times. • Clear understanding of and personal commitment to the mission and values of the Foundation <p>Desirable:</p> <ul style="list-style-type: none"> • GIW experience • Salesforce experience

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • Demonstrated excellent written and verbal communication skills with an ability to effectively negotiate. • Excellent phone manner, displaying a mature, ethical, professional manner that exhibits sensitivity, tact and discretion along with a commitment to a high standard of performance. • Demonstrated ability to build and maintain relationships with a diverse range of people. • Demonstrated ability to exercise discretion in dealing with sensitive information and maintain confidentiality at all times • Demonstrated time management, organisational and planning skills, with the ability to be flexible, adapt to varying workloads and to effectively manage multiple tasks. • Ability to effectively prioritise and maintain excellent attention to detail at all times.

TERMS AND CONDITIONS
<ul style="list-style-type: none"> • Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment • Employees are required to maintain a valid Working with Children's Check throughout their employment • It is a condition, and inherent requirement, of your employment that you are, and remain, fully vaccinated against COVID-19 with booster shot • The position is offered as a part time (4 day a week) position. There will be a 6 month probationary period • There will be a requirement to work outside of normal hours on limited occasion for fundraising events and activities. Allowance is made for reasonable time-in-lieu. Flexible working hours and conditions are offered • Leave entitlements as per national standards

IMPORTANT INFORMATION
<p>VALUES</p> <p>Integrity - Moral, Ethical, Honest, Inclusive and Trustworthy</p> <p>This means we WILL:</p> <ul style="list-style-type: none"> • Develop open and transparent communications for our team, as well as our donors and stakeholders, building trust and fostering collaboration. • Create an inclusive and supportive environment, by demonstrating respect and empathy. • Commit to being ethical, fair and just. • Champion diversity and inclusion as ongoing, evolving work.

Gratitude - Gratitude and appreciation guide what we do and how we act

This means we WILL:

- Lead with respect, actively listening and supporting each other, our donors and our stakeholders.
- Recognise that every single team member plays a valuable role within the organisation.
- Actively show appreciation and compassion in all of our relationships.
- Share stories and moments of gratitude with our team and our community to remain connected and top of mind.

Innovation - Change and creativity are central to who we are

This means we WILL:


- Collectively collaborate and commit to change.
- Foster agility in our thinking and our work; reviewing, evaluating and pivoting where needed.
- Encourage new ideas by embracing curiosity, and creating new conversations.
- Create safe spaces to test new thinking and approaches.

Excellence - Beyond best practice

This means we WILL:

- Strive to be a charity of choice, holding ourselves to the highest standards for our staff, donors and the hospital.
- Empower each team member to do their best and thrive for the future, by providing the space, resources and support they need.
- Celebrate our cross-team expertise, by sharing knowledge and seeking new ways to continually improve.
- Ensure we have the people, resources and expertise needed to be the best we can.

The RCH Foundation is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

AGREEMENT TO THIS POSITION DESCRIPTION - to be filled out by the successful applicant	
Signed for and on behalf of Sue Hunt, Chief Executive Officer  <hr/> Sue Hunt AM Chief Executive Officer	Signed by the Appointee

Position description last updated	May 2023
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