

Position Description



Position Title:	Trusts & Foundations Lead
Location:	321 Glenferrie Rd Malvern
Department	Fundraising
Reporting To:	General Manager Fundraising and Marketing
Main Purpose of Position:	The Trusts & Foundations Lead has overall responsibility for the strategic direction and growth of the trusts and foundations program at Very Special Kids, including funding from Philanthropic and Corporate foundations. This will be achieved by generating and increasing revenue, through the management and engagement of new and existing funders, developing sophisticated funding applications and facilitating relationships with trustees and boards.
Number of Direct Reports	0
Decision Making Authority	As per Very Special Kids' Delegation of Authority
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • General Manager Fundraising and Marketing • Fundraising and Events Manager • Fundraising Lead – Private Giving • Fundraising Lead – Corporate Development • Chief Executive Officer and • GM Service Delivery & Improvement and other members of the Executive Management Committee • Service Delivery Managers • Fundraising and Marketing Team • The Very Special Kids Board and Very Special Kids Foundation Committee <p>External:</p> <ul style="list-style-type: none"> • Philanthropic Trusts and Foundations • Private Ancillary Funds • Wealth Management Advisors
Key Selection Criteria	<p>Qualifications/ Education Training and Work Experience</p> <ul style="list-style-type: none"> • Degree Qualifications in Business, Marketing, Fundraising, or a related discipline; • Experience in successfully managing programs in one or more of the disciplines of trusts and foundations, direct mail, major gifts, or bequests, with a preference for experience in two or more of these areas <p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Excellent written and verbal communication and overall relationship management skills; • Strong understanding of the philanthropic grants-making sector;

	<ul style="list-style-type: none"> • Demonstrated ability to develop effective proposals and grant submissions according to trust and foundation requirements; • Networking and negotiating skills to identify opportunities and maximise financial results; • Excellent presentation and public speaking skills and ability to present direct requests for support to trusts and foundations and donors; • Strong planning and reporting skills; • Thoroughness and attention to detail; • Practical and analytical problem-solving abilities; • Financial budgeting and management skills; • Strong working knowledge of all communications channels – including digital, social and traditional media • Excellent computer literacy including Microsoft Office and database management software. • Excellent staff management and leadership skills <p>Personal Attributes</p> <ul style="list-style-type: none"> • Strong interpersonal skills to motivate, mentor and lead others; • An active team player, contributing to the wider activities and functions of the Fundraising and Communications Team and the wider organisation; • Personable and able to quickly form good relationships with a diversity or personality types; • Energy and passion for connecting prospective supporters with the work of Very Special Kids; A compassionate and socially minded individual who understands and respects the purpose and vision of Very Special Kids and the challenges associated with working within the not-for-profit sector.
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Key Areas of Responsibility

Philanthropic Trusts and Foundations

Key Performance Indicators

<ul style="list-style-type: none"> • Develop and deliver a strategic Trusts and Foundations program to achieve revenue targets • Manage and deliver strong relationships with existing Trusts / Foundations and PAFs • Actively seek out and build relationships with new philanthropic Trusts / Foundations, PAFs and wealth management advisors • Work collaboratively with the Fundraising team to ensure that there is integration between Fundraising and Trusts and Foundations including Corporate Lead and Private Giving Lead, to discuss and identify opportunities between Corporate Foundations or PAF's. • Identify opportunities to secure multi-year strategic partnerships • Lead the preparation of submissions, collate supporting documentation and prepare budgets for each submission/program • Contribute to securing funds from philanthropic Trusts / Foundations and PAFs for the Capital Campaign • Ensure Trust and Foundation requirements for funding accountability are met, including keeping accurate files and records on forthcoming submission dates, grants guidelines and requirements, pending and successful submissions, acquittal requirements, key contact changes and ongoing correspondence 	<ul style="list-style-type: none"> • Trusts and Foundations income measured against budget. • Number and value of applications • Success rate following applications • Quality of relationships with funders • Length of funding agreements • Overall Fundraising Team income measured against budget
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Keep track of philanthropic trends / developments and update relevant VSK stakeholders on these	
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Relationship and Network Development

Key Performance Indicators

<ul style="list-style-type: none"> • Manage relationships with staff, volunteer and supporter networks to develop a growing database of prospective supporters; • Liaise with Very Special Kids staff, volunteers, Board, Management team and Foundation Committee where relevant to utilise their networks and contacts in the pursuit of prospective philanthropic supporters, provision of introductions and in the engagement process; • Make 'cold' and 'warm' approaches as appropriate via telephone, mail and face-to-face contact; • Coordinate small fundraising and recognition events and functions for the target groups • Conduct public speaking engagements to promote the work of Very Special Kids to appropriate target audiences • Support the Fundraising and Communications team to achieve objectives and goals. 	<ul style="list-style-type: none"> • As per requirements of General Manager Fundraising and Communications and in line with performance objectives for the role. • Number of grant applications and successful applications generated through supporters, staff and volunteer networks. • Contribution to functioning of the Fundraising and Communications Team and relationships with colleagues
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Program Documentation & Evaluation

Key Performance Indicators

<p>Work in consultation with GM Service Delivery & Improvement and program managers to:</p> <ul style="list-style-type: none"> • Document existing and new programs using the Program Logic Model, providing recent and relevant information that will form part of the strategic program framework for each VSK program • Design an evaluation plan (containing evaluation activities, timelines and budgets for conducting these evaluation activities) for each VSK program to provide relevant and accurate information for funding proposals, acquittals and communication reports • Build capacity and capability with program managers to equip them with skills and knowledge to assist with the design and development of program logic models and program evaluations in the future 	<ul style="list-style-type: none"> • Effective working Relationships with VSK Hospice and Family Support Team built. • Time-bound, program evaluation activities in place resulting in strengthened relationships with Funders • Programs receiving Trust / Foundation and PAF (except for Major Donor PAFs) have evaluation plans.
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Planning, Reporting and Financial Control

Key Performance Indicators

<ul style="list-style-type: none"> • Provide timely and appropriate information for relevant stakeholders across the organisation • Manage the approved Profit & Loss budget for the Trust & Foundation program and identify cost savings where possible in consultation with General Manager Fundraising and Marketing • Lead implementation of Trust & Foundation program in Salesforce database by providing guidance for the migration of funders data and development of data processes and protocols to effectively manage the T&F program. • Develop and provide regular reports to Executive including performance against KPIs, financial data and other management information as required including 	<ul style="list-style-type: none"> • Monthly financial and program reporting completed on time. • T&F program successfully migrated to Salesforce and managed through the CRM. • Ensure information for the monthly Service Delivery Team meetings is prepared and circulated in a timely manner
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<p>established pipeline of funding application success rates and projected income</p> <ul style="list-style-type: none"> • Lead the development and maintenance of the 'Master Document' which will contain relevant, accurate and detailed information on every funding requirement at VSK including funding priority, outcomes, evaluation and budget information • Maintain and update calendar of Trusts and Foundation opportunities through VSK's GEM portal spreadsheet. • Participate in regular meetings with all members of the Fundraising and Marketing Team to formulate strategy, draft action plans and set timelines to achieve revenue targets for the team, including the Capital Campaign • Ensure relevant staff know when funding acquittal reports are due and what needs to be reported on. • Work with relevant program staff to produce funding acquittal reports. • Work with the Finance Team and Program Mangers to ensure accurate financial reporting and management, including tracking of donations and commitments on the allocation and use of donations. 	<ul style="list-style-type: none"> • Service Delivery Managers and relevant program managers know when acquittal reports are due. • Master Document project delivered as per agreed timeframes.
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Strategic Planning

Key Performance Indicators

<ul style="list-style-type: none"> • Set and implement the strategic direction for the Trusts and Foundations portfolio, under the responsibility of the team; • Participate in meetings with the Fundraising and Marketing Team to formulate strategy, draft action plans and set timelines to achieve revenue targets. 	<ul style="list-style-type: none"> • As per requirements of General Manager Fundraising and Marketing and in line with performance objectives. • Contribution to strategic planning documents and annual Fundraising and Marketing Team business plan.
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Quality, Safety and Improvement

<p>VSK Employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> • Acting in accordance and complying with all relevant Safety and Quality policies and procedures • Identifying risks, reporting and being actively involved in risk mitigation strategies • Participating in and actively contributing to quality improvement programs • Complying with the requirements of the National Safety & Quality Health Service Standards • Complying with all relevant clinical and/or competency standards • Complying with the principles of Patient and Family Centred Care that relate to this position 	
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Conditions of Service	
Hours	Full Time working hours – 37.5 per week. Position may require out of hours work.
Other	Current driver's licence (if required)

Salary Package	Competitive salary, plus superannuation and salary packaging
Tenure	Permanent ongoing
General	Employment with Very Special Kids will be subject to a satisfactory Police Check and a Working with Children Check.

Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.

Approvals	
Created by:	Marcia Christmas
Approved by:	Katrina Hall
Date of Last update:	May 2021