

Relationship Specialist

- **An exciting opportunity to work on events for the iconic Jeans for Genes brand and internationally respected Children's Medical Research Institute**
- **Make an important contribution to the health of children through medical research**
- **Bring your competencies in relationship fundraising to raise vital funds and awareness for research into childhood genetic disease**

Children's Medical Research Institute (CMRI) was Australia's first dedicated paediatric research facility and is now one of the world's most highly regarded independent medical research centres. Our research focuses on the areas of embryonic development and birth defects, cancer, neuroscience and gene therapy and we have a strong international reputation based on our research outcomes. It is also home to the world-first proteomics project, ProCan, which is changing the way cancer is diagnosed and treated. CMRI's research programs are supported by state of the art facilities and committed research and support staff. Our achievements are made possible by a loyal network of community supporters, highly engaged donors and the very successful Jeans for Genes® fundraising campaign.

We are looking for a Relationship Specialist with at least 5 years' experience in fundraising and/or event management. You will be joining a dynamic fundraising team in an exciting growth period. In conjunction with the broader fundraising team, you will be responsible for the leadership, strategic planning and execution of CMRI's relationship fundraising including major gifts and partnerships that deliver financial branding and awareness benefits.

You are a natural relationship builder who will enjoy engaging with community supporters and volunteers. You will report to the Fundraising Manager and work closely with key stakeholders across the Institute.

You will be provided with a competitive remuneration package in accordance with qualifications and experience. Additional benefits include the provision of a Public Benevolent Institution salary packaging scheme and participation in an employer-contributed superannuation fund.



Finding cures for children's genetic diseases

Applications should include a cover letter (citing PV1833), curriculum vitae and contact details (phone/email) of three professional referees and be forwarded to recruitment@cmri.org.au

If this sounds like you, please apply today and without delay. We will interview suitable candidates as applications are received.



Jeans for Genes®

JOB DESCRIPTION

Position Title:	Relationship Specialist
Department	Fundraising
Section or Unit:	Events
Reports to:	Fundraising Manager
Number of direct reports:	Nil
Classification Level:	Level 8
Work Type:	Administration

CORE OBJECTIVE

This Relationship Specialist is responsible for the leadership, strategic planning and execution of CMRI's relationship fundraising including major gifts and partnerships that deliver financial branding and awareness benefits.

ORGANISATIONAL ENVIRONMENT

Children's Medical Research Institute (CMRI) is a world-leading independent research institute dedicated to discovering how to prevent or treat birth defects and diseases such as cancer, epilepsy, and a range of genetic disorders. We focus on four main areas of research: embryonic development and birth defects, cancer, nerve cell signalling, and gene therapy. In addition, CMRI operates CellBank Australia™, Australia's only national repository of cell cultures available to the entire research community, and a major Biomedical Proteomics facility that will help develop improved medicines.

CMRI is a community-based organisation that has enjoyed and relied upon the generous support of the Australian community ever since it was founded more than 50 years ago. The advances we have made would not otherwise have been possible.

KEY WORKING RELATIONSHIPS

Internal Relationships	External Relationships
Head of Fundraising	Corporate Partners and Sponsors
Fundraising Manager	Major Donors
Corporate Partnership	Volunteer Committees including Gala Event Committee and Building Foundation
Marketing and Communications Team	Agency Partners including Event Management Agencies, PR Agencies
Jeans for Genes Campaign Team	Suppliers
Supporter Services Team	Event Volunteers

CORE ACCOUNTABILITIES

Accountability	Outcomes	% of role
1. Strategic Planning, Income Generation and Leadership	<ul style="list-style-type: none"> • Meet revenue and retention targets to deliver significant growth in major donor and high net worth individual partners. • In consultation with key internal stakeholders, develop strategies, plans and timelines for major gifts and select corporate partnerships. • Budget tracking and monitoring including quarterly forecasts. • Manage the input, mining and analysis of donor information in fundraising database. • Represent and promote CMRI and J4G at internal and external events. • Develop prospect lists and assist in writing proposals to acquire sponsorship, pro bono support and event prizes. • Help to coordinate staff and volunteer resources. 	15%
2. Major Gifts	<ul style="list-style-type: none"> • Develop and manage an active prospect pipeline. • Work with key staff and internal Board members to identify prospects and assist with introduction to high net worth individuals. • Prepare proposals, presentations and other pitch materials to help secure major gifts. • Work with marcomms to develop appropriate collateral. • Solicit support through meetings, telephone, email and personal approaches. • Work with the senior fundraising team to engage major donors and prospects through events and activities. • Develop and implement a major donor recognition program. • Prepare impact reports to report back to donors on progress. 	45%
3. Relationship Management	<ul style="list-style-type: none"> • Develop strategic partnership and sponsorship packages. • Build and manage relationships with businesses to drive sponsorship, staff fundraising and engagement. • Understand CMRI's research programs and fundraising programs in order to build frameworks for partnerships. • Develop partnership arrangements agreements and ensure fulfillment of key deliverables. • Grow and manage the CMRI WPG program. • Negotiate and agree partnership arrangements within approved limits. • Monitor and manage compliance with partner agreements 	35%

	<ul style="list-style-type: none"> • Prepare regular reports and updates for partners • 	
4. Administration and Support	<ul style="list-style-type: none"> • Track income and expenditure against KPIs • Work with Supporter Services Team to manage processing, banking and recognition of ticket sales, donations and auction prizes. • Ensure all supporter data is captured in the database. • Coordinate mailings and email marketing to drive the key stakeholder events program. • Follow up event invitees to confirm final numbers and special requirements. • Represent J4G and CMRI at various functions and fundraising events. 	15%
5. General Requirements	<ul style="list-style-type: none"> • Undertake other duties as requested to support the fundraising efforts of CMRI. • Provide support and assistance to other key staff within CMRI to meet business goals. • Keep up to date with market trends and stay abreast of fundraising best practice. • Comply with all CMRI policies, in particular all relevant laws and standards, including OH&S safety standards, professional behavioural standards, charitable fundraising regulations. • Maintain standards of conduct consistent with partner requirements. • Support the vision and values of CMRI in all circumstances. • Do not do anything to bring the image and reputation of CMRI into disrepute. 	

AUTHORITIES AND DECISION-MAKING

The incumbent:

- Should use their specialist knowledge to determine what other are required to achieve objectives
- Calculates/ assesses costs, risks and benefits of their programs.
- Is expected to adapt to changes in work needs and priorities.
- Has the capacity to work independently and use work-related knowledge to contribute to critical issues that affect the team.

CHALLENGES

The main challenges for this position include:

- Grow revenue from key supporters including major donors and partners.
- Build a prospect pipeline of major donors
- Identify and cultivate relationships with major donors and partners.
- Juggling competing priorities of multiple programs.
- Tight timeframes and the impact of these on other activities and deadlines.
- Ability to influence key stakeholders to achieve desired outcomes.
- Keeping up to date with industry knowledge and best practice.

WORK HEALTH AND SAFETY

Individuals have the following responsibilities;

- Ensure safe work practices are adopted in any work area and contribute to the development and maintenance of risk assessments and standard operating procedures (SOPs).
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

REQUIREMENTS

Education

- Degree and/or Post Graduate qualifications in Marketing, Commerce or related field of study.

Experience

- 5 years' experience in fundraising and/or event management.

Engagement

- Relationship building skills with multiple stakeholders.
- Experience working with volunteers.

Capabilities

Core

- Demonstrated event planning and coordination
- Good marketing and communications skills.
- High level organisation and planning skills
- Natural relationship builder
- Ability to manage multiple projects at one time with strong coordination skills
- Demonstrated ability to introduce innovative approaches to achieve growth targets
- Good strategy, planning and execution skills.
- Experience developing corporate sponsorship proposals.
- Ability to prioritise own and others work efforts.
- Well-developed problem solving, analytical and liaison skills.
- Strong administration and organisation skills with proven attention to detail.
- High level written and verbal communication skills including confident public speaker.

Technical

- High proficiency in the use of the Microsoft Office suite of products.
- Strong event logistics skills.
- Database management experience.

Other

- High energy levels
- Passion for community service and understanding the benefits of the health and welfare of human beings
- Ability to work in a team and independently

- Dedicated and enthusiastic work ethic
- Drivers licence
- Right to work in Australia
- Clear police and criminal records

VERIFICATION

This section verifies that the the Manager and incumbent has read the Job Description and is satisfied that it accurately describes the job role.

Signature and date
(employee)

Signature and date
(Manager)