

A more equitable world through better health.



POSITION DETAILS

TITLE	Major Gifts Specialist
CLASSIFICATION	Professional Level 7.1 – 7.3: \$105,569 - \$109,835 + super + salary packaging
TIME FRACTION	0.8 FTE - Full Time (Optional)
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Senior Manager, Philanthropy
DIRECT REPORTS	Nil
LAST UPDATED	September 24

POSITION SNAPSHOT

The Major Gift Specialist is part of the Philanthropy and Supporter Engagement team which is responsible for identifying and retaining donors, and securing annual income to support Burnet Institute's research.

The Major Gifts Specialist will be responsible for managing a defined caseload of major donors (up to approx. \$100k gifts), including identifying prospects, establishing and maintaining relationships with donors, securing funds, and reporting back to donors about the impact of their financial support. The Major Gift Specialist will also form strategic partnerships with internal stakeholders e.g. researchers and leaders to promote its objectives and match funding priorities to donor interests.

KEY RESPONSIBILITY AREAS

1. DONOR PROSPECTING, ENGAGEMENT, SOLICITATION AND STEWARDSHIP	<ul style="list-style-type: none">• Together with other members of the Philanthropy team take responsibility for building and developing high quality long-term relationships with new and existing donors to the Institute.• Identify, engage, cultivate and solicit major gifts from donors within the existing major gift portfolio (typically \$10k-\$100k donors) and through wealth screening and prospect research of mid to high value donors.• Meet annual income and caseload retention targets.• Identify donor capacity and opportunities to upgrade gift amounts.• Identify opportunities to solicit multi-year gifts from major donors.• Provide high quality stewardship through personalised engagement plans for each supporter, including a mix of regular meetings, home visits, telephone calls, reports, events, and personal written correspondence.• Work with the Philanthropy Team and research staff to develop proposals and tailor proposals matched to specific donor interests and needs.• Preparing private and public acknowledgments to thank donors and regular updates and acquittals are provided to major donors on the impact of their gift.
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	<ul style="list-style-type: none"> Undertake donor prospect research for donors with major donor prospects, including profiles where necessary. Endowment Fund - Contribute to the growth of the Burnet Endowment Fund by raising awareness and promoting directly to donors in the Major Donor Specialist portfolio and drafting sub-fund applications based on donor wishes. Identify opportunities to discuss and solicit donors to leave a gift in their Will to Burnet and/or contribute to the Burnet Endowment Fund. Then continue to manage all three options (major gift, gift in Will, endowment) with that donor. Promote award, scholarship and fellowship opportunities to donors and manage the portfolio of supporters who currently support awards, scholarships and fellowships. Collaborate with the Supporter Engagement team to develop messaging and tactics for appeals targeting major donors. Where agreed with manager, plan, implement and participate in donor engagement events. Demonstrate exemplary customer service at all times and represent Burnet Institute in a professional manner. Update the Philanthropy and Supporter Engagement Team at meetings regarding relevant activities.
2. OTHER RELATIONSHIPS	<ul style="list-style-type: none"> Build internal relationships with key stakeholders. Work proactively with researchers to identify projects and programs that would be of interest to major donors, and which have been identified as funding priorities. Work collaboratively and collegiately with Philanthropy team. Work alongside donors who have managed Trusts such as Equity Trustees and Perpetual.
3. FINANCIAL & OFFICE ADMINISTRATION	<ul style="list-style-type: none"> Work with manager to budget activities within team budgets and approval of expenditure. Ensure appropriate record of donor engagement plans and activity, income, and other relevant information is on the Institute CRM database. Ensure all gifts comply with the <i>Burnet Philanthropy and Fundraising Policy</i> and <i>Burnet Naming Rights Policy</i>. Always adhere to all Burnet policies.
4. TRAINING	<ul style="list-style-type: none"> Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Demonstrated understanding of fundraising and philanthropy	Essential
2.	Demonstrated success in development of donor relationship management and securing donations	Essential
3.	Highly developed interpersonal and written and verbal communication skills	Essential
4.	Demonstrated experience of building new relationships which generate income	Essential
5.	Excellent customer service skills	Essential
6.	Strong time management skills, the ability to multi-task and prioritise effectively	Essential
7.	Capacity to work independently or as part of a team to meet agreed timeframes.	Essential
8.	Affinity for the Institute and commitment to its purpose, with demonstrated capacity to champion its values among various constituents	Essential
9.	Sound knowledge in the use of standard office software packages, including Microsoft Office products (Word, Excel, Outlook)	Essential

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

ENQUIRIES

For enquiries, please contact Lorelle Lake 0411 488 506 or email lorelle.lake@burnet.edu.au