

POSITION DESCRIPTION

JOB TITLE:	Trusts & Foundations Manager
REPORTING TO:	Head of Philanthropy
HOURS: fulltime, part time, based on 38 hour week	Full Time/Part Time – 6 month contract
LOCATION:	Sydney

PURPOSE OF THE POSITION

The Trust and Foundations Manager will work closely with the Head of Philanthropy to secure significant funds from trusts and foundations. This newly created role will be responsible for establishing Trusts and Foundations as a new income stream for the National Breast Cancer Foundation and delivering income growth as part of the wider Philanthropy & Fundraising Team.

The position has responsibility for researching, developing and writing, submitting and acquitting proposals for funding to secure and grow income from philanthropic trusts, foundations and other grant-making entities.

The Trusts and Foundations Manager will work with key business stakeholders to compile submissions, program reports and acquittals as required.

KEY RESPONSIBILITIES AND DUTIES

- Set up NBCF's strategic approach for the Trust and Foundation income stream
- Research to identify and prioritise suitable funding sources and opportunities
- Work with internal stakeholders across the organisation to source and coordinate information, and align submissions with NBCF strategic objectives
- Make warm introductions to initiate relationships with grant-making entities
- Write and submit high quality, compelling applications according to criteria
- Manage internal stakeholders to ensure funding commitments to donors are delivered on time and in-line with contractual agreements, including the preparation of all reporting and acquittals.
- Maintain accurate record-keeping and develop associated processes and procedures on grants submissions and communications
- Establish a calendar of grant-making bodies, submission deadlines, reporting and acknowledgement requirements, etc.
- Design and write impact reports, acquittals as well as any documents necessary for relationship management

- Assist the Head of Philanthropy in front-facing relationship building as required
- Contribute to the management of donors in the database including accurate inputs and reporting.

WORK HEALTH AND SAFETY

Employees are responsible for promoting a positive and proactive risk culture by:

- taking care for the health and safety of people who might be affected by their acts or omissions;
- reporting all incidents, injuries and hazards and controlling where practicable any hazards identified;
- following NBCF's health and safety policies, procedures and safe systems of work and complying with any reasonable instruction;
- maintaining a clean and orderly work area which is free from trip hazards; and
- participating in WHS consultation and training activities.

QUALIFICATIONS & SKILLS

EXPERIENCE & KNOWLEDGE

- 1-2 years' experience in researching and creating compelling grant submissions
- Outstanding written communication skills with experience in design and translating scientific language for lay audiences
- Very strong attention to detail and the ability to deliver quality work to tight deadlines
- Proven track record to successfully identify, write & submit for grants from charitable trusts/foundations
- Writing successful proposals for high value grants in excess of \$50,000
- Demonstrated ability to drive and achieve financial targets
- Strong interpersonal skills to co-ordinate multiple stakeholders and to warmly engage potential supporters
- Strong analytical skills, database proficiency is required – experience with Raisers Edge preferred
- Demonstrated ability to work autonomously and as part of a team, with a flexible, positive and collaborative approach.

ABOUT THE NATIONAL BREAST CANCER FOUNDATION

The National Breast Cancer Foundation is Australia's leading national body funding game-changing breast cancer research with money raised entirely by the Australian public. Since we started in 1994, we've invested over \$170 million in over 534 breast cancer research projects across the country. We've seen remarkable results, but the job's not done.

Our mission is simple: stop deaths from breast cancer. How? By identifying, funding and championing world-class research – research that will help us detect tumours earlier, improve treatment outcomes and ultimately – save lives.

With the community in our corner, we're working towards one determined goal: zero deaths from breast cancer by 2030.

Our core values that shape NBCF's approach, aspirations and expectations;

Ethical: We act with integrity and transparency

Innovative: We celebrate big thinking

Respectful: We show compassion and sincerity

Collaborative: We work together

Please note, NBCF values volunteering. All NBCF employees are expected to participate in one key event each year. This will take the form of volunteering at TriPink, Mother's Day Classic, City to Surf etc.