

# Eastern Health

## POSITION DESCRIPTION

|                                |                                                                                                                                                             |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>         | <b>Philanthropy Relationship Coordinator – Maternity Cover (August 2026 to July 2027)</b>                                                                   |
| <b>Award Classification:</b>   | <b>HS3</b>                                                                                                                                                  |
| <b>Award / Agreement Name:</b> | <b>Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025–2027</b> |
| <b>Position Reports to:</b>    | <b>Head of Philanthropy</b>                                                                                                                                 |

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs.



## **1. POSITION PURPOSE**

The Philanthropy Relationship Coordinator has delegated responsibility for coordinating and progressing fundraising relationships across a portfolio of trusts and foundations, private ancillary funds, major donors, gifts in wills prospects and other individual supporters, under the direction of the Head of Philanthropy.

The role focuses on identifying, cultivating and stewarding relationships that support Eastern Health Foundation's fundraising priorities, securing support for projects, programs, research, equipment and patient care initiatives.

The Coordinator contributes to the development and progression of fundraising opportunities through portfolio management, relationship stewardship, proposal development, donor engagement and effective administration within Salesforce CRM.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

### **FUNDRAISING RELATIONSHIP COORDINATION**

- Coordinate and maintain a portfolio of philanthropic relationships, including trusts and foundations, private ancillary funds, major donors, gifts in wills prospects and other supporters as determined by the Head of Philanthropy
- With the support of the Head of Philanthropy, cultivate and steward meaningful relationships with prospective and existing supporters, creating pathways for engagement, philanthropy and long-term partnership with Eastern Health
- Maintain accurate and up-to-date donor and prospect records within Salesforce to support effective portfolio management and reporting
- Develop and implement stewardship activities that recognise, engage and inspire donors, ensuring supporters feel connected to the impact of their giving and valued as partners in advancing healthcare outcomes across Eastern Health.

### **FUNDRAISING PROPOSALS, STEWARDSHIPS AND DONOR COMMUNICATIONS**

- Coordinate the development and delivery of funding proposals, donor communications, impact reports and other fundraising materials in collaboration with Foundation and Eastern Health stakeholders
- Support the identification and development of philanthropic funding opportunities by aligning Eastern Health priorities, projects and programs with the interests and motivation of trusts, foundations, private ancillary funds and individual supporters
- Prepare high-quality written communications including proposals, briefing notes, donor correspondence, stewardship updates, case for support materials and funding reports
- Maintain awareness of philanthropic trends, funding opportunities and donor interests to support portfolio growth and fundraising outcomes.

### **PLANNING, REPORTING AND COLLABORATION**

- Prepare and provide regular portfolio updates, including submissions, success rates, funding secured and relationship progression, to support oversight by the Head of Philanthropy
- Participate in meetings with funders and individual donors as required, supporting clear communication of funding priorities, project outcomes and organisational impact
- With the Head of Philanthropy maintain accurate records and reporting across trusts and foundations, private ancillary funds, major gifts and gifts in wills portfolios within Salesforce
- Work collaboratively with colleagues, donors, clinicians and external stakeholders to strengthen philanthropic relationships and support fundraising outcomes
- Contribute positively to team culture and undertake other duties as required to support the work of the Foundation.

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health, staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

1. Respect for all
2. Safe always
3. Partnering in care
4. Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

1. Attachment 1 Key Selection Criteria

### NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager:

### INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

**KEY SELECTION CRITERIA**

|                                |                                                                                                                                                             |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>         | <b>Philanthropy Relationship Coordinator</b>                                                                                                                |
| <b>Award Classification:</b>   | <b>HS3</b>                                                                                                                                                  |
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**Essential**

1. Education, training and/or relevant experience equivalent to completion of a postgraduate degree with at least three years' experience in business development, relationship management, grant writing or fundraising relationships roles (public health preferred).
2. Exemplary interpersonal skills, including effective listening, empathy, discretion, diplomacy and the ability to build and sustain relationships
3. Highly developed verbal communication skills, and high-level presentation skills, with the maturity and capacity to communicate with a diversity of audiences including senior staff, donors and their legal representatives
4. Demonstrated high-level written communication skills, including experience preparing proposals, funding applications, donor communications, reports or stakeholder engagement materials.
5. Experience supporting donor cultivation, stewardship, fundraising campaigns, gifts in wills, major gifts or trust and foundation fundraising activities.
6. Emotional intelligence, self-awareness and self-care
7. Inclusive and helpful
8. Curious and a commitment to ongoing learning
9. Capacity to work independently or in teams to meet demanding time lines and expectations

**Desirable**

1. CFRE (Certified Fundraising Executive) or equivalent qualification highly regarded
2. Experience in healthcare philanthropy and experience in creating a culture of philanthropy
3. Qualification in fundraising
4. Membership of the Fundraising Institute of Australia

**Aboriginal & Torres Strait Islander Candidates**

Eastern Health's First Nations Workforce Plan 2026 – 2028 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)