

POSITION DESCRIPTION

POSITION TITLE:	Gifts in Wills Specialist
CLASSIFICATION:	A05
LOCATION:	Herston

POSITION OBJECTIVES

The Gifts in Wills Specialist is responsible for leading the Bequests and Estates program to maximise the generation of funds from bequests to support QIMR Berghofer's current and future research programs.

The Gifts in Wills Specialist will generate new leads, engage and develop strong relationships with confirmed and prospective bequestors, promote the benefits and value of leaving a gift in Will to the Institute, as well as the 'giving while you're living' philosophy.

ORGANISATIONAL CONTEXT

QIMR Berghofer is a statutory body under the *Queensland Institute of Medical Research Act (1945)*. QIMR Berghofer Medical Research Institute proudly serves the people of Queensland with better health and wellbeing through impactful medical research. Our collaborative research programs address the foremost health challenges of our time. Our research responds to health challenges arising from social and environmental factors and aims to advance Aboriginal and Torres Strait Islander health equity.

QIMR Berghofer has a vision to lead the way to significant innovation in health outcomes, nationally and globally. We are committed to supporting ground-breaking research discoveries, achieving sustainability and conducting impactful research.

The Institute focuses its research within four key Programs:

- Cancer Research
- Infection & Inflammation
- Mental Health & Neuroscience
- Population Health

Our Professional Services are organised into departments that provide specialist support for the conduct of internationally competitive research programs and projects. These include People and Culture; Business Development; Finance & Administration; Information & Facilities; Corporate Affairs and Fundraising; Scientific Services; Legal; Research Governance and Funding; Corporate Risk, Governance and Compliance; Growth and Partnerships; and Strategic Planning.

QIMR Berghofer promotes a *Working Better Together* operating model, recognising that whilst the purpose of the Institute is medical research, and the contribution of researchers is key, it cannot be done without the work of our highly-skilled professional staff. It recognises that we are all here to facilitate the same mission – *Better health through impactful medical research. Working Better Together* is underpinned by the shared understanding and application of our values:

- Excellence
- Integrity
- Respect
- Collaboration
- Accountability

The Corporate Affairs and Fundraising Department is responsible for generating fundraising revenue to support QIMR Berghofer's research programs and protecting and strengthening the Institute's reputation for research excellence.

REPORTING AND RELATIONSHIPS

This position is part of the Corporate Affairs and Fundraising Department, reporting directly to the Fundraising and Philanthropy Manager and through to the Corporate Affairs and Fundraising General Manager.

The position has one part-time direct report.

PRIMARY RESPONSIBILITIES

- Lead and manage the Bequests and Estates program (including 'The Bancroft Society') and program staff.
- Develop and implement strategy to generate new leads.
- Maintain the commitment of confirmed and prospective bequestors; develop strong and enduring relationships; and optimise and increase long-term revenue generation.
- Maintain efficient and effective stewardship of confirmed and prospective bequestors and where appropriate their families, executors and legal representatives.
- Liaise with solicitors as required to enable settling of an estate.
- Meet or exceed targets for lead generation, stewardship and income.
- Ensure bequest collateral is kept up to date, relevant and fit for purpose.
- Ensure 'The Bancroft Society' membership activities and events remain relevant, respectful and appealing.
- Seek out new opportunities to promote QIMR Berghofer to prospective bequestors. Use third parties, such as legal and financial advisers, to source new leads. Secure prospective bequestors by promoting QIMR Berghofer's work to appropriate audiences, including through tours, roadshows, publications, networking, direct marketing, surveys and the media.
- Identify confirmed and prospective bequestors who might be interested in 'giving while you're living'.
- Promote and encourage in memoriam gifts, building relationships with funeral directors and other appropriate contacts.
- Work with other Corporate Affairs and Fundraising staff to raise the Institute's profile as a charity of choice.
- Report on key activities and visits towards achieving targets, goals and objectives for bequests. Prepare a regular Pending Estates report for the QIMR Berghofer Council.
- Keep up to date with best practices and current trends.
- For non-supervisory positions: ensure work practices comply with the requirements of the Work Health and Safety Act, related legislative requirements and the Institute's Work Health & Safety (WH&S) policies and procedures.

KEY SELECTION CRITERIA

Essential

- Demonstrated success in previous management of a bequest or fundraising program; possessing skills and experience directly transferable to a bequest program, including a record of achieving or exceeding financial and non-financial targets.
- Exceptionally high emotional intelligence and communication skills. Confident and articulate with a mature and sensitive approach, able to communicate with warmth, compassion and respect at all levels.
- Strong management skills, including the ability to initiate projects, work independently and flexibly, build consensus among team members, manage competing priorities and meet deadlines.
- Impeccable personal ethical standards and a sound knowledge of the rights and responsibilities associated with working with the elderly, people in vulnerable positions and visiting people in private residences.
- Excellent writing skills, with string attention to detail.
- Computer literacy, particularly MS Office.

Desirable

- Experience, preferably in the medical research, research or higher education sectors.
- Previous fundraising experience in a bequests or major gifts environment.
- Experience with a CRM database, preferably The Raiser's Edge NXT.

QIMR Berghofer also offers:

- Salary Packaging
- State-of-the-art facilities
- Stimulating work setting focussed on cutting-edge medical research
- Supportive/collaborative team environment
- Parental leave provisions