

POSITION DESCRIPTION

Position:	Foundation Manager
Directorate	Chief Executive Officer
Division:	Communications, Marketing & Events
Business Unit:	Communications, Marketing & Events
Enterprise Agreement	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH & ALLIED SERVICES, MANAGERS & ADMINISTRATIVE WORKERS) SINGLE ENTERPRISE AGREEMENT
Reports to:	Director of Communications, Marketing & Events



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 900 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to page 5 of this document.

STRATEGIC OBJECTIVES



POSITION SUMMARY

The Mildura Base Public Hospital Foundation (Foundation) is an independent charity whose sole purpose is to raise funds for MBPH which is a registered Deductible Gift Recipient (DGR) endorsed by the Australian Taxation Office.

The purpose of the Foundation Manager is to implement and enhance the philanthropic fundraising and donor engagement strategy, programs and initiatives across the Northern Mallee community and internally with MBPH. It is also responsible for the governance of the Foundation including the implementation and maintenance of all Foundation policies and procedures and being the liaison and support between the Foundation Board and MBPH in conjunction with the Director Communications, Marketing and Events.

KEY RESPONSIBILITIES AND DUTIES

- Lead and develop philanthropic fundraising campaigns, including identification, research, solicitation and donor stewardship. This will include oversight of major gifts, bequests, philanthropic campaigns, Trust & Foundation applications, donor & member engagement, fundraising events and other related activities
- Develops the Foundation strategy, for approval by the Director Communications, Marketing and Events and approval by the Foundation Committee, to identify and cultivate increased revenue in line with MBPHs organisational strategy
- Create and maintain a yearly Foundation program of events calendar aligned to strategy and for recommendation by the Foundation Committee.
- Manage the foundation committee, including setting up the meetings, agenda and taking minutes of chairing all meetings and providing regular updates and reports as required
- Maintain close relationships with the Foundation Committee, MBPH Board and Executive Team, keeping them fully informed of the fundraising programs operating internally and externally
- Maintain and administer processes required in relation to governance and legislative compliance, ensuring that the foundation continues to meet the Australian Charities and Not-for-profits governance standards
- Take responsibility for the day-to-day work flow of the Foundation office, including supervision of administration staff (where appointed), overseeing website development, maintenance of databases and overseeing and ensuring compliance of receipting of funds in accordance with relevant legal requirements
- Research, prepare and track sponsorship proposals
- Create policies and procedures based on Philanthropic best practice in line with governance standards
- Accurately maintain records of and track pledges and send acknowledgements of pledges made to the Foundation
- Build and maintain profitable, long-term fundraising relationships with sponsors and potential sponsors

- Tailor and Develop sponsorship packages, maximising opportunities for potential sponsors and develop contracts specific to each donor
- Coordinate and oversee delivery of sponsor benefits including advertising commitments, signage etc
- Complete budgeting, projections, and general forecasting for the Foundation
- Create systems and processes to allow accurate reporting of financials for presentation to key stakeholders
- Analyse event success and provide reports to be delivered to key internal and external stakeholders
- Works collaboratively with the Events Coordinator, Volunteer Coordinator and Communications and Marketing Coordinator on relevant events and projects;
- Carry out all duties and functions in a manner that promotes good teamwork and public relations
- Participate in the development and implementation of new programs and systems
- Produce the foundation newsletter in liaison with the marketing and communication co-ordinator
- Undertake miscellaneous tasks as required to assist Director – Communications, Marketing and Events
- Promote the objectives of MBPH and align with our organisational H E A R T values

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

- Experience with solicitation of major gifts and leading philanthropic fundraising initiatives including knowledge of best practice philanthropic fundraising and protocols and legal, financial and ethical issues related to major gift fundraising.
- A demonstrated working knowledge of philanthropic fundraising, including an understanding of programs that deliver best return on investment
- A working knowledge of government grants and funding protocols, application processes and procedures.
- Proven ability to effectively communicate and strategise with donors, major stakeholders and Committees.
- Outstanding communication and negotiation ability with high attention to detail
- Demonstrated ability to work as a part of a team
- Ability to work to strict deadlines and manage to strict budget
- Exceptional interpersonal skills and ability to build and maintain relationships with stakeholders
- Demonstrated project management skills with a proven ability to problem solve

- Highly competent written and communication skills
- Ability to problem solve and think on your feet to achieve desired outcomes
- Self-motivated with a friendly, outgoing and enthusiastic personality
- Strong understanding of the principles of confidentiality

Qualification / Certificates

Minimum Bachelors degree in Business, Marketing or Finance.

Specialist Expertise

Professional qualifications in business management, governance, project management or strategy with over 3 years demonstrated management experience in the same.

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver’s licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital’s discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



Happy

WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic

WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable

WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful

WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based

WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

- | | |
|-------------------------------------|---|
| "I choose..." | "Can we explore that more so I can understand it better?" |
| "I care..." | "We will...us...we can..." |
| "I prefer..." | |
| "I will..." | |
| "I can..." | |
| "Is there a better way to do this?" | |

LANGUAGE WE DON'T USE

- | | |
|--------------------------------------|---|
| "I have to..." | "Things have always been done this way" |
| "I must ..." | "Them and us" |
| "If only..." | |
| "Ah well, that is because of XYZ..." | |
| "Our processes do not let us do it" | |

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

