

ROLE PURPOSE: Prospect Research Officer (Global)



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can exercise their right to sight, good health and self-determination.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation, you will make an impact the world can see!



How we value your contribution:

Remuneration Package - We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary Packaging - We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Annual Leave - You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave, and we have 7 additional leave days per year! There are 5 days paid leave between the Christmas and New Year period. As well as an annual paid 'Me Day' focused on mental health and wellbeing for our global staff. Finally, celebrate your birthday with a day of paid leave.

Other Leave – You will also have access to other types of leave, such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid Parental Leave - We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers, in addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance and Development - Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning and Development - Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job, with targeted opportunities identified for our Aboriginal and/or Torres Strait Islander people as required. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership Development - Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Tertiary Study Support - We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global financial study assistance program. We actively encourage our Aboriginal and/or Torres Strait Islander employees to apply for study support.

Paid Study Leave - We also offer up to 10 days study leave to complete professional development relevant to your role.

Recognition - Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible Work Arrangement - You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability - We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety - We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to help make your workplace safe.

Employee Assistance Program - You and your family will have access to free professional and confidential external counselling assistance if you need help with personal, family or employment related matters.

Work from Anywhere – The Foundation has a work from anywhere philosophy, enabling you to work remotely in select countries for a defined period of time once approved.

To work in the Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children
- Be prepared to share evidence of full vaccination against COVID 19



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Prospect Research Officer (Global)

Division: Philanthropy and Government Relations

Location: Sydney or Melbourne

Date: March 2023

Employment type: Full time, fixed term contract for 2 years (Possibility of extension)

Reports to: Stewardship Manager

Number of direct reports: nil

Leadership Band: Leads Self

Purpose of the role:

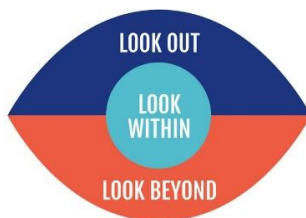
The Prospect Research Officer (Global) is responsible for providing strategic data-driven insights, analysis and reporting to support philanthropic objectives for the Foundation. The Prospect Research Officer is a new role and supports the team by conducting high-level research on individuals, corporations, trusts and foundations using a wide variety of biographical, organisational and financial sources to identify major donors.

Although formally reporting to the Global Campaign Lead, this role will work closely with the entire Philanthropy & Government Relations team to achieve the ambitious fundraising target.

The Prospect Research Officer (Global) will own the outcomes of:

- Plan and execute strategies to identify potential partners and donors whose interests may align with Foundation's sight-saving work.
- Conduct research on individuals, corporations and foundation prospects through analysis of their financial capacity, affinity and linkage to The Foundation and prepare in-depth profiles.
- Analyse the donor database to proactively identify prospects to increase the pipeline.
- Provide media monitoring by analysing industry, business, and financial news aligned to fundraising, The Foundation and/or eye health care priorities.
- Build strong relationships with fundraisers and relationship managers to link data and research to prospect approaches.
- Research and prepare biographies and related briefing materials for senior staff and volunteers to support relationship building, stewardship activities and prospect identification.
- Manage prospect research related documentation, and provide data enrichment ensuring that information is maintained, updated and accessible through all Foundation files, and the CRM database.
- Other responsibilities as determined by your manager.

Our Capabilities:



As a member of The Foundation Family, you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance, and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety, and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Minimum 3-5 years experience in a prospect research role with a non-profit organisation, or advanced training in prospect research for philanthropic support.
- Knowledge of development, the donor lifecycle and engagement activities.
- Excellent research and communication skills with a strong attention to detail.
- Commitment to providing a high-quality service.
- Ability to assess information rapidly and rigorously from a variety of sources.
- Demonstrated ability to handle matters of discretion, highly sensitive and confidential material and possess a high degree of integrity.
- Knowledge of current affairs.
- Desire to build positive working relationships.
- Experience using MS Office Suite

Skills:

- Curious and analytical about conducting philanthropy research and reputational due diligence research.
- Excellent skills in finding, evaluating, and communicating information clearly and effectively.
- Strong written and verbal communication skills with the ability to build and foster solid relationships.

Desirable Experience:

- Experience working with senior management and various stakeholders within a global organisation.
- Knowledge and understanding of the international development sector.
- Working knowledge of Raisers Edge or similar CRMs

- Excellent organisational and time-management skills, including the ability to work under pressure and meet tight deadlines.
- Adaptable and versatile approach.
- Collaborative mindset strives to work effectively with cross-functional teams and understands the benefits.
- Self-motivated with the ability to work independently and effectively as part of a team, instilling confidence and trust among fellow staff and external constituents.
- A solid desire to work for The Fred Hollows Foundation and alignment with our vision and guiding principles.

Qualifications:

Relevant tertiary qualifications in marketing, communications, fundraising or a related field

Travel:

Domestic (as required)

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect
 This position does not involve “Working with Children” either direct or indirect.
 This position does involve working with beneficiaries, donors and/or partners

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.