

ROLE PURPOSE: Trusts & Foundations Officer



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 always exercise their right to sight and good health.

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 we offer a career where your talent and energy will help many see tomorrow.

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. Competitive health, dental and vision insurance and retirement contributions are provided.

Leave

You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers') leave, maternity leave, paternity leave and compassionate leave. Mental health days are also available at your manager's discretion.

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.

Performance & 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 & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

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.

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 study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

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. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:

- Be eligible to work in The USA and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.

ROLE PURPOSE

Role Title: Trusts & Foundations Officer

Division: Public Affairs

Location: NYC metro area preferred / NE region possible

Date: November 1, 2022

Employment type: Full-time

Reports to: Chief Growth Officer/Head of North America

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

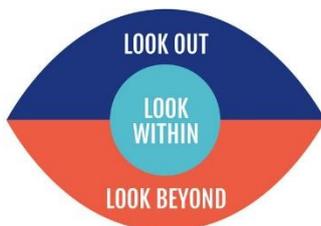
The Trusts & Foundations Officer is a key member of a small team of our newest entity – The Fred Hollows Foundation USA. This position will support our growing portfolio of institutional donors with a focus on trusts and foundations. S/he will nourish relationships with existing institutional funders and regularly identify new opportunities. The Officer will contribute to product development for key funding opportunities and provide market intelligence to colleagues in other markets. S/he will also support other development efforts in the region, given the small size of the US team.

This position is ideal for an experienced trust and foundation grants business development professional with exceptional communications, grants writing and project management expertise, high attention to detail, ability to learn quickly on the job, and strong interpersonal skills for working with funders, operations teams, and program staff. The candidate will possess the ability to manage projects independently, set and manage multiple priorities, and take initiative in identifying, cultivating and securing new trust and foundation grants, and working well as part of a global development team.

Main duties and responsibilities:

- Cultivation - build and maintain a US-based trusts and foundation grant pipeline including research and analyzing opportunities that align with The Foundation's mission and strategy and support for existing and innovative programs.
- Acquisition - in partnership with the Strategic Initiatives team, programs teams and external bid partners, conceptualize, write, and coordinate US foundation grant applications.
- Stewardship – where appropriate manage the ongoing relationship with the grant maker, including stewardship of the existing partnership and exploring opportunities for renewals, expansion of current programs, and co-design.
- Operations - Maintain a comprehensive grants management calendar and coordinate preparations of all foundation grant proposals and reporting. Participate in weekly global team meetings to ensure visibility of grant opportunities, engage colleagues across teams globally, and ensure alignment with program needs and overall Foundation strategy.
- Communications – using your advanced communications skills, assist the wider US team to prepare correspondence, briefings, and pitches to support donor cultivation and stewardship efforts across the portfolio.
- Strategy & Partnerships - work with the Programs, Operations and Strategic Initiative teams to develop new strategic and innovative approaches to funding opportunities and be an active voice in the development and evolution of The Foundation's North America strategy and growth.
- General - support The US program generally as a part of small united team.

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.

Skills:

- Superior interpersonal and communications skills, particularly with high-level individuals in a multinational environment.
- Thoroughness and attention to detail.
- Driven, proactive and capable of working independently and as part of a small team.

Essential Experience:

- 3-5 years of grant writing and development experience.
- Excellent written and verbal communication skills.
- Strong prospect research skills
- Detail oriented, ability to work under tight deadlines.
- Must be self-motivated and able to initiate projects and ideas.
- Ability to work independently as well as collaboratively on a team.
- CRM experience.
- Must be proficient in Microsoft Office especially on Outlook, Word, Excel and PowerPoint.

Desirable Experience:

- Experience with prospect research and cultivation and stewardship of major US trusts and foundations, ideally in the health sector.
- Successful track record securing US foundation multi-year grants at six-and-seven figures and establishing successful partnerships.

- Strong analytical skills, database proficiency and outstanding budgetary and financial skills, including target setting and monitoring and proficiency in Excel
- Fluency in written and verbal English.

- Experience working in an international context and on cross-cultural teams.
- Ability to define and communicate brand value.

Qualifications:

- Commitment to support The Foundation’s mission and values.
- Bachelor’s degree. Master’s degree is preferred.

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect (***note: all positions are classified as having indirect or incidental contact with children***)

This position involves indirect “Working with Children” and all shortlisted candidates will be subject to background checks.

Travel:

Domestic Travel as needed to meet with prospects and donors. Occasional trips to Australia.

Additional Responsibility:

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