Job Description

Position Title	Head, Development	Level	D
Reports to (role)	Director, Partnerships & Engagement	Career Stream	Professional
Team	Development		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Head of Development is a key leadership role driving the philanthropic vision of The Kids Research Institute Australia. Responsible for building a sustainable and engaged donor community, this role leads the design and delivery of innovative, data-driven fundraising strategies that fuel life-changing research and impact for children and families.

Working closely with the Director, Partnerships & Engagement and the Board, the Head of Development sets the agenda for major giving, bequests, campaigns, and new revenue streams. By inspiring trust and investment from individuals, corporates, foundations, and community partners — and by harnessing digital platforms, CRM intelligence, and emerging fundraising technologies — this role ensures the Institute's bold research agenda is matched by equally bold philanthropic support.

This position plays a key role in shaping the future of The Kids Research Institute Australia.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Strategy	• Partner with Directors and the Board to shape and deliver a clear philanthropic vision aligned with the Institute's mission. • Build a diversified fundraising strategy that balances immediate revenue with long-term donor pipeline growth, using data insights and CRM tools. • Position The Kids as a trusted partner for philanthropy by strengthening relationships across community, corporate, government, and foundation sectors, leveraging both in-person and digital engagement.	• Philanthropy deeply embedded in the Institute's strategic priorities, and fundraising growth year-on-year driven by innovative, sustainable and digitally enabled approaches. • Fundraising activity supports the strategic priorities of the Board and Institute leadership team. • Formal and informal feedback from internal

		and external stakeholders.
Philanthropy & Partnerships	• Lead the cultivation, solicitation, and stewardship of major gifts, planned giving, and high-impact campaigns. • Manage a portfolio of high-value donors, supported by CRM and donor intelligence systems to drive personalised engagement. • Design and implement new initiatives that expand philanthropic income, including digital campaigns, list growth strategies, and peer-to-peer fundraising. • Ensure best-practice stewardship, donor recognition, and transparent reporting, supported by digital dashboards and analytics.	• Increased philanthropic revenue, broadened donor base, and a reputation for excellence in donor care. • Year-on-year increase in funds raised, number of donors, and number of corporates / civic groups. • Year-on-year increase in funds raised and CRM opportunities. • Formal and informal feedback from internal and external stakeholders.
Governance	• Ensure best practice in fundraising ethics, compliance, and data governance (including privacy and cyber security). • Manage budgets and resources effectively to maximise ROI on supported by real-time reporting tools. • Uphold the highest standards of transparency and accountability in all donor interactions.	• Strong governance frameworks in place, with philanthropy recognised as a trusted and ethical function of the Institute.
Leadership	• Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables. • Hold direct reports accountable to their responsibilities and results. • Manage people fairly and equitably, with appropriate escalation and consultation with the P&C team, and in line with policy and procedures. • Ensure any actual or potential workplace conflict within the team is addressed and approached in a respectful, positive manner for effective resolution, or appropriate escalation as required. • Lead by example by demonstrating behaviours that are respectful, promote equity and inclusion for all and create a psychologically safe environment. • Foster a culture of transparent, effective, timely and appropriate communication with direct reports and other stakeholders to ensure advice provided and decisions made are well informed and understood. • Effectively manage change management processes, encouraging innovation and continuous improvement.	• Direct reports understand and embrace organisational culture, directions, goals and client service ethos. • Direct reports are aware of their responsibilities, expectations and performance in their roles. • Direct reports feel supported, engaged and safe to raise concerns.

	• Have regular 1:1 conversations with direct reports to enable effective two-way feedback. • Support the professional development of employees through coaching, mentoring, training and collaboration opportunities.	
Workplace Safety	• Ensure effective management, monitoring and awareness of the Institutes health and safety risks as well as support its regulatory and compliance obligations in accordance with WHS legislation. • Lead and champion behaviours that uphold the health and safety of all Institute people and operations. • Understand, anticipate and manage key HSW risks for all Institute activities in area of responsibility. • Facilitate work design, environments, systems and allocate resources to manage psychosocial hazards and promotes a safe, healthy and inclusive workplace.	• Employee Engagement surveys reflect our commitment to health, safety and wellbeing outcomes. • Critical Risks and agreed actions pertaining to area of responsibility are understood and managed pro-actively. • Open and transparent reporting of health, safety and psychosocial incidents within area of responsibility.

ESSENTIAL CRITERIA

Qualifications:	Relevant tertiary qualification within marketing, public relations, or communication fields.
Essential Skills, Knowledge & Experience:	• A proven history in delivering major philanthropic revenue, ideally in a complex organisation or research/health setting. • Demonstrated expertise in **modern fundraising technologies**, including CRM systems, donor analytics, and digital campaign management. • Strong networks across philanthropic, corporate, and community sectors, with the ability to open doors and build influence. • Demonstrated success in leading teams, driving results, and inspiring a culture of ambition, digital adoption, and care. • Exceptional relationship-building, negotiation, and communication skills, with the gravitas to engage at Board and C-suite levels. • Strategic agility: able to balance long-term vision with immediate, tech-enabled delivery. • Demonstrated ability to be self-motivated and self-driven, work well as part of a team, with a flexible, positive and collaborative approach.

DIRECT REPORTS	• Manager, Corporate Partnerships x 1 • Manager, Philanthropy Unit x 1 • Manager, Trusts & Foundations x 1 • Manager, Development Services x 1

Approved by:	Director, Partnerships & Engagement
Date approved:	22/09/2025
Reviewed by P&C:	30/09/2025