

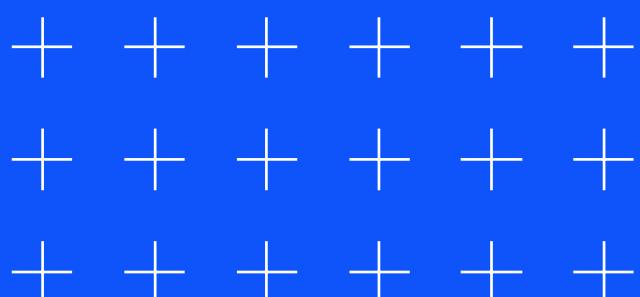


**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

Join the Royal
Melbourne
Hospital team



Position Description

Deputy Director RMH Foundation

THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**

Position Description

Position Title:	Deputy Director RMH Foundation
Service:	RMH Foundation
Location:	635 Elizabeth Street
Reports To:	Executive Director, RMH Foundation
Enterprise Agreement:	3. Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	HS6
Employment Status:	Full Time
Immunisation Risk Category:	Category C
Date of Review:	January 2026

POSITION SUMMARY

Reporting to the Foundation Director, the Deputy Director will play a pivotal role with both internal and external responsibilities. This position provides strategic leadership across fundraising performance, financial management, people leadership, governance, and organisational growth.

The Deputy Director will oversee the strategic direction and performance of fundraising programs, including appeals, events, and donor engagement initiatives, while also personally managing a defined portfolio of high-value donors. This includes business development, crafting tailored approaches, delivering exceptional client experiences, and preparing high-quality written proposals.

In addition, the role encompasses operational leadership through finance, processes, and procedures, as well as people leadership, including recruitment, mentoring, and career progression. Working closely with the Foundation Director, the Deputy Director will help shape the Foundation's future growth, ensuring alignment with budgets and responding strategically to the increasing demand for RMH Foundation services.

This position is offered above the HS6 award rate, with remuneration commensurate with the candidate's experience, qualifications, and the responsibilities of the role.

KEY ACCOUNTABILITIES

Leadership & Strategy

- Provide exceptional leadership within and outside the RMH Foundation, demonstrating a strong commitment to RMH values.
- Act as Foundation Director during periods of leave or absence, ensuring continuity of leadership and decision-making.
- Partner with the Foundation Director to develop, implement, and deliver a hospital-wide fundraising strategy to maximise philanthropic income for the Hospital's priorities.
- Work collaboratively with colleagues across all RMH teams to strengthen a culture of philanthropy.
- Demonstrate a creative, enthusiastic, and outgoing leadership approach that builds strong relationships with donors, fundraising volunteers, stakeholders, and community leaders.

Major & Principal Gifts Leadership

- Develop and manage strategic relationships with Senior Medical Staff to identify, engage, and steward high-net-worth patients and networks.
- Provide strategic advice and specialist expertise to department heads across RMH on all aspects of fundraising and donor solicitation.
- Lead and oversee high-value donor engagement initiatives, including events, activities, and tours, to educate, inspire, and steward current and prospective donors.
- Provide strategic oversight of the Foundation's Alumni program for medical and administrative staff, including management of the Alumni Committee and engagement forums.
- Apply strong written and oral communication skills, creativity, and professionalism in cultivating and stewarding current and prospective donors.

People & Culture Leadership

- Provide senior leadership to direct reports, including setting performance expectations, mentoring emerging leaders, succession planning, and building a high-performing, values-led team.
- Ensure training and professional development needs of direct reports are identified and undertaken.
- Create and maintain a psychologically safe work environment where team members feel safe to speak up.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to within the team.
- Speak up for safety, organisational values, and wellbeing, and role-model these behaviours.

Financial, Performance & Reporting Leadership

- Provide leadership in revenue forecasting, pipeline management, and income performance across fundraising programs.
- Partner with the Foundation Director to develop and manage annual budgets and multi-year financial plans.
- Monitor fundraising performance against agreed KPIs and take corrective action where required.
- Prepare high-quality reports, insights, and recommendations for the Foundation Director and RMH Foundation Committee.

Governance, Risk & Compliance

- Support the Foundation Director in servicing the RMH Foundation Committee, including preparation of papers, reports, and presentations.
- Attend Foundation Committee meetings as required and act as delegate for the Foundation Director when appropriate.
- Ensure fundraising activities align with governance, compliance, ethical fundraising standards, and legislative requirements.
- Ensure risk management activities are completed, effective controls are in place, and incidents are recorded, investigated, and addressed.

Data & Systems Leadership

- Ensure effective use of donor management systems and data to drive portfolio strategy, stewardship, and fundraising performance.
- Promote data-informed decision-making across the Foundation's fundraising activities.
- Oversee the accuracy, integrity, and quality of donor and fundraising data in collaboration with operational staff.

Continuous Learning & Performance

- Continue to learn through mandatory training and other professional development activities.
- Seek feedback on performance, including participation in annual performance discussions, and apply feedback to continuous improvement.

KEY RELATIONSHIPS

Internal

- Director, RMH Foundation
- Senior Directors within the RMH Foundation
- Senior Medical Staff

External

- RMH Foundation Committee Members
- Major Donors
- External Fundraising Organisation

KEY SELECTION CRITERIA

Formal Qualifications

- Degree qualified in a relevant field or equivalent experience.
- Membership of Fundraising Institute of Australia (FIA)

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Minimum of three years' experience in healthcare philanthropy at a leadership level.
- Demonstrated ability to work independently with minimal supervision as well as collaboratively across teams and departments to achieve goals
- Excellent verbal and written communications skills and ability to handle multiple projects, establish priorities and meet deadlines with impeccable attention to detail.

Desirable:

- Proficiency in or ability to learn and use Raiser's Edge, donor management software
- A high level of energy and enthusiasm

KEY PERFORMANCE INDICATORS

Your performance will be measured by:

- Demonstration of RMH values and leadership behaviours aligned with a safe, inclusive, and high-performing workplace.
- Achievement of agreed revenue targets through the effective identification, cultivation, stewardship, and solicitation of a portfolio of major donors.
- Overall fundraising performance against agreed revenue, pipeline, and growth targets.
- Retention, upgrade, and growth of major donor relationships.
- Effective leadership of the fundraising team, including engagement, capability development, succession planning, and performance outcomes.
- Quality, timeliness, and effectiveness of reporting, analysis, and recommendations provided to the Foundation Director and Foundation Committee.
- Strength and effectiveness of internal partnerships across RMH, including senior clinicians and departmental leaders.
- Compliance with legislative, governance, and safety requirements, and contribution to a psychologically safe work environment.



AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date