



**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

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.

Advancing health for everyone, every day.

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 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

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.

Internal

- ## External

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

Formal Qualifications

- ## 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

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.

- 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.

- 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.

- 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.

- 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.

- 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.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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.

Date _____