

## Trusts & Foundations Support Officer (Permanent Part-time)

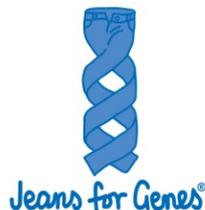
- **Make an important contribution to the health of children through medical research**
- **Work with one of Australia's most respected national and independent medical research institutes**
- **Gain valuable experience in the not-for-profit sector**

Over the past 60 years, Children's Medical Research Institute (CMRI) has become one of Australia's most highly regarded independent medical research organisations and a world-leader in the areas of embryology, cancer research, neuroscience and gene therapy. Our vital work, aimed at finding cures for children's genetic diseases, is made possible by a loyal network of community supporters and national fundraising campaigns like Great Cycle Challenge™ and Jeans for Genes®.

The successful applicant for this part-time position will report to the Trusts and Foundations Manager. It is essential the applicant have high level written communication skills and attention to detail. This is an entry level position and final year students will be considered or those seeking to gain experience in philanthropy and funding landscape.

Primary responsibilities include:

- Prospect research will involve online research tools as well as direct contact with organisations via in person, email and phone.
- Administer and maintain a database that contains: information on opportunities, submissions, a reporting calendar, acquittal status, and up to date information on and contacts for trust and foundation organisations.
- Assist Trusts and Foundations Manager and researchers with writing and post award administration of T&F submissions so they are audience-friendly and meet specific application requirements.
- Support for Grants Advisory Committee meetings (agenda, minutes, supporting documents, grant matching)



You will be provided with a competitive remuneration package in accordance with qualifications and experience. Additional benefits include the provision of a Public Benevolent Institution salary packaging scheme and participation in an employer-contributed superannuation fund.

Applications should include a cover letter (citing PV2147), curriculum vitae and contact details (phone/email) of 2 professional referees and be forwarded to [recruitment@cmri.org.au](mailto:recruitment@cmri.org.au)

Closing date for applications is **21<sup>st</sup> November 2021**.

