

Position Description

Position Title:	Director GV Health Foundation and Fundraising
Reports to:	Chief Corporate Affairs Officer, GV Health Foundation Board of Trustees
Department:	GV Health Foundation
Directorate:	Chief Corporate Affairs Officer
Cost centre:	X0507
Code & classification:	Grade 7 (HS7)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The GV Health Foundation (Foundation) is the official fundraising charity for Goulburn Valley Health (GV Health), a leading regional public hospital and health service for the population in Victoria's Hume region.

The Foundation's fundraising efforts support GV Health to deliver vital healthcare equipment, facilities, and services, as well as scholarships, education and public awareness initiatives, and major capital campaigns, responding to the needs of the communities it serves. The Foundation is a registered Public Ancillary Fund governed by an independent board of directors, and holds deductible gift recipient status.

The Director, GV Health Foundation and Fundraising, is the Executive Officer of the GV Health Foundation and provides leadership of all fundraising for GV Health. The role provides strategic leadership, operational oversight, and community presence to grow philanthropic income, build the Foundation corpus, and align fundraising with GV Health's priorities. The Director is responsible for donor and community engagement, fundraising strategy and delivery, and ensuring the effective management and governance of the Foundation.

The Director is employed by GV Health and reports operationally to the GV Health Chief Corporate Affairs Officer (CCAO). To ensure the role delivers on the Foundation's priorities, a shared accountability model operates between GV Health and the Foundation. This model provides for transparency and strategic alignment, including monthly operational performance meetings involving both the CCAO and the Foundation Chair, as well as annual professional development reviews conducted jointly by the CCAO and the Foundation Chair.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

Engagement

- Act as the primary advocate and ambassador for the GV Health Foundation, representing community health needs and fundraising priorities.
- Actively build and sustain relationships with donors, businesses, corporates, and community groups.
- Serve as the link between GV Health's funding priorities and the Foundation's fundraising activities.
- Promote philanthropy within the community and internally within GV Health, including staff giving initiatives.
- Provide oversight and strategic guidance for fundraising events, including liaison with event committees, ensuring alignment with fundraising objectives, donor engagement, and operational effectiveness.

Fundraising

- Develop and deliver an annual fundraising plan, including appeals, campaigns, and major donor programs.
- Grow philanthropic giving across community fundraising, major gifts, bequests, grants, and new fundraising opportunities.
- Identify and cultivate new sources of support to increase revenue and strengthen the Foundation corpus.

Management and Administration

- Serve as Executive Officer of the Foundation, ensuring effective governance, compliance, and reporting.
- Oversee the introduction and effective use of the new Customer Relationship Management (CRM) system to support donor growth and engagement, with day-to-day administration and system maintenance undertaken by the Administration Officer.
- Oversee banking, fundraising platform operations, and related financial processes to ensure accuracy, compliance, and timely reconciliation, with day-to-day processing managed by the Administration Officer.
- Lead and support Foundation staff, contractors, and consultants to deliver agreed outcomes.
- Deliver accurate and timely reporting, including support to the GV Health Financial Controller and the GV Health Foundation Company Secretary in relation to financial and regulatory reporting.
- Provide ongoing support to Foundation Directors, including assistance to the Company Secretary (outsourced) in the provision of Foundation Board secretarial tasks.
- Work collaboratively with the CCAO, outsourced Company Secretary, and specialist contractors to ensure high-quality outcomes.

POSITIONS REPORTING TO THIS ROLE

- Foundation Administration Officer, GV Health Foundation

Other relevant roles and relationships

- GV Health Foundation Board
- GV Health Financial Controller
- Company Secretary, GV Health Foundation Limited (externally contracted position)

Responsibilities for Management positions:

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met;
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;

- Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;
 - Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
 - Actively recruit and manage all aspects of workforce demands;
 - Computer literacy at intermediate level for Microsoft applications;
 - Demonstrated business planning, policy, financial and human resources management skills;
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KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- A relevant qualification in fundraising, business, marketing, or a related field, or equivalent experience in a senior leadership role in a non-profit, health organisation, or other complex and dynamic environment

Essential:

- Demonstrated experience in senior fundraising, philanthropy, or external engagement roles.
- Excellent stakeholder management skills, with the ability to engage and inspire diverse audiences.
- Confidence working within governance and reporting frameworks.
- Strong leadership skills, with experience managing staff and contractors.
- Financial and analytical skills to plan, budget, and report effectively.
- Excellent written and verbal communication skills, with the ability to represent the organisation publicly.
- Current Australian driver's licence.

Desirable:

- Knowledge of fundraising compliance requirements, including ancillary funds and deductible gift recipient status.
 - Experience implementing and overseeing CRM and fundraising systems and platforms for donor management and fundraising.
 - Creative and innovative approach to developing fundraising opportunities.
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;

Fundraising Outcomes

- Fundraising activities and appeals (including major campaigns) are planned and delivered, with outcomes reviewed against agreed benchmarks.
- Fundraising returns and administration costs remain in line with best practice within the sector.

Engagement & Relationships

- Constructive relationships are built and maintained with donors, stakeholders, and community partners.
- Donor communications are regular and demonstrate improving engagement.
- A developing donor pipeline is in place, with growth in both active and prospective donors.
- The Foundation's visibility is enhanced through active participation in community and donor-facing events.
- Events are delivered in line with agreed objectives, with strong donor engagement and committee satisfaction.
- Regular and constructive engagement with fundraising committees supports achievement of fundraising goals.

Planning & Strategy

- A short-term fundraising plan is developed within the first 3 months.
- A longer-term strategic fundraising plan (3–5 years) is prepared for the Foundation Board within 12 months.
- Key fundraising policies and procedures are progressively developed and adopted.

Management & Administration

- CRM system is introduced and operating effectively within 6 months.
- Governance, compliance, and reporting obligations are met.
- Fundraising platforms and banking operations are accurate, compliant, and well-maintained.
- Performance reporting to GV Health and the Foundation Board is consistent and timely.
- 80% attendance and active participation at Foundation, committee, working group and other relevant meetings.
- Staff are supported through regular supervision, reviews, and opportunities for development.

Growth & Sustainability

- Preparatory work commenced on a bequests program and institutional fundraising opportunities.
- New opportunities for sustainable income are identified and tested in line with Foundation priorities.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;

- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Corporate Affairs	Director GV Health Foundation and Fundraising
Reviewed by:	Tim Cannon, Chief Corporate Affairs Officer
Issue Date:	October 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)