

submission relationship manager



- **Build vital interface with funding sources**
- **Use your networking and writing skills**
- **Flexible part time role (0.7 FTE)**

Calvary Health Care Bethlehem (CHCB), part of the national Little Company of Mary Health Care group, provides a range of inpatient and community oriented services. CHCB has an enviable reputation for delivering high quality neurological and palliative care.

CHCB has recently completed a review of its communications and fundraising activities and has put in place a three year strategic plan. As part of the plan the role of Submission Relationship Manager has been established.

Reporting to the Public Relations & Fundraising Manager and liaising across the CHCB management team, you will develop relationships with health funding bodies, government agencies and philanthropic trusts and foundations and will coordinate all aspects of the submission of funding proposals to those organisations. You will be responsible for the achievement of fundraising targets to support the growth and development of the services which CHCB provides.

You have a track record in nurturing meaningful relationships and building effective networks. You also have experience preparing and delivering high quality funding submissions and possess the personal qualities to ensure their success.

If working to support the provision of high quality and compassionate health care services strongly appeals to you then please contact Mike Hurdle on 03 8319 4070 or forward your resume to cv@ngorecruitment.com quoting vacancy #30704.



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