## Development Associate

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0050520</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 6 - $92,749 - $100,397 per annum (pro rata for part-time)</td>
</tr>
<tr>
<td>STANDARD/SALARY</td>
<td></td>
</tr>
<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
</tr>
<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
</tr>
<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Fixed term available for 18 months</td>
</tr>
<tr>
<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.</td>
</tr>
</tbody>
</table>
| CONTACT FOR ENQUIRIES ONLY | Chris Harvey  
Director of Development  
Email ch@unimelb.edu.au |

*Please do not send your application to this contact*
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The University of Melbourne Development Associate is an exciting opportunity to develop and learn best practices, knowledge and expertise in higher education fundraising, whilst making an important contribution to the overall philanthropic goals of the University.

Based in the University’s Development shared services team, the Development Associate will be supported to actively manage the solicitation and renewal of gifts from prospective and current loyal donors and will be exposed to the depth and breadth of the University’s best practice fundraising programs which may include appeals, major gift fundraising, gifts in wills, trusts and foundations, leadership giving.

The Development Associate will have outstanding interpersonal skills, enthusiasm for the role, and an ability to collaborate effectively with colleagues across Advancement. To be successful the Development Associate will need to engage and work with donors and prospective donors, volunteers and staff across the University and forge effective relationships with academic and professional colleagues.

Working as part of a shared services team, the Development Associate will also communicate and collaborate well with other colleagues across the University’s Advancement team to ensure broader fundraising goals across the University are met. The Development Associate should be comfortable in excelling within a fast-paced and goal-oriented environment.

The Development Associate will be closely supported for the duration of their appointment and will be provided opportunities to immerse themselves in the University’s philanthropic fundraising communities of practice to hone their skills.

This is an ideal role for someone seeking to launch a career in philanthropy and higher education fundraising.
**BREADTH OF THE POSITION**

Reporting line: Director of Development

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

**Key Responsibilities**

- Actively manage the solicitation and renewal of gifts and pledges typically in the $10,000 - $50,000 range from individuals and corporations in line with the University’s overall priorities and direction.

- Achieve goals and metrics related to, solicitations, gifts and other critical KPIs.

- Access and use templated tools, cases, proposals, gift agreements and correspondence to work effectively in a fast-paced environment.

- Prepare written funding proposals and donor correspondence, as required.

- Maintain accurate records in the Advancement CRM of contacts, engagement, gifts and agreements relating to leadership giving donors.

- Act as liaison for assigned donors and prospective donors in the development of proposals and other gift documentation, and to ensure compliance with the University’s Advancement Policy and Procedures, and the smooth transition to Gift Operations team members for effective recognition, retention, and stewardship strategies.

- Collaborate with colleagues across the Development shared service including Leadership Giving and Engagement (including Appeals), Trusts and Foundations, Gifts in Wills and Major Gifts programs in delivery of the University’s agreed fundraising priorities and programs.

**Selection Criteria**

**ESSENTIAL**

- A tertiary qualification in a relevant discipline, or an equivalent combination of relevant experience and education/training as per the current Enterprise Agreement classifications.

- Excellent communication skills and interpersonal relations.

- A capable relationship builder with confidence to initiate conversations about supporting the University and capable of connecting someone’s passions with philanthropy and the work of the University

- An engaging, collaborative style that is well suited to working constructively with alumni, volunteers, donors and a broad cross-section of University colleagues.

- Ability to plan and organise self and others to ensure the timely completion of tasks.

- High level of technical competence in MS Office, particularly Word, PowerPoint and Excel, and ability to use email and customer relationship management databases

**OTHER JOB RELATED INFORMATION**
• Willingness to work out of ordinary hours on occasion.

**Job Complexity, Skills, Knowledge**

**LEVEL OF SUPERVISION / INDEPENDENCE**
The Development Associate will operate under the general direction of the Deputy Director of Development, work closely with the Head of Leadership Giving and Engagement as well as collaboratively with other University colleagues and University stakeholders more broadly.

**PROBLEM SOLVING AND JUDGEMENT**
The incumbent will be responsible for exercising well-developed problem solving skills and sound independent judgement to ensure positive outcomes. This position requires a considerable degree of tact, diplomacy and maturity to communicate with a wide range of stakeholders and University staff.

**PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**
The incumbent is required to develop an understanding of academic and administrative policies. The position works closely with other members of Advancement and is required to develop strong working relationships with key staff in the University of Melbourne Advancement.

**RESOURCE MANAGEMENT**
The Development Associate will be responsible for their own time management and prioritisation of tasks to ensure that key responsibilities are met.

**Equal Opportunity, Diversity and Inclusion**
The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and
inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

**Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

**Other Information**

**THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

**ADVANCEMENT**

http://advancement.unimelb.edu.au/

The Advancement Office aims to facilitate the establishment and maintenance of mutually beneficial relationships between the University and its alumni, friends and benefactors. It is responsible for the management of programs relating to alumni and benefactors and provides services to and works collaboratively with faculties and other central administration areas.

University of Melbourne Advancement (UoMA) has been responsible for the coordination and delivery of Believe: The Campaign for the University of Melbourne. The Believe Campaign came to a conclusion at the end of 2021. Over the 14 years of the life of the campaign, the University has engaged over 100,000 alumni and raised more than $1.17b, with 30,000 donors and 73,000 instances of giving to one of the largest philanthropic campaigns in Australian history. The funds will support 34 professorial chairs, 25 of them into the long term. The University is currently engaged in a yearlong program of thanking and demonstrating the impact of the Campaign.
ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance