

POSITION DESCRIPTION

Advancement
Chancellery

Project Manager, Development Strategic Initiatives

POSITION NUMBER	0045501
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 8 - \$105,684 - \$114,389
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , 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.
CONTACT FOR ENQUIRIES ONLY	Lynette Gillman Tel: +61 3 9035 3360 Email: lynette.gillman@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

ADVANCEMENT

www.unimelb.edu.au/advancement

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.

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.

ABOUT THE ROLE

Position Purpose:

The Project Manager, Development Strategic Initiatives is responsible for providing high-level project and operational management for Development shared service, influencing the capacity of Advancement to deliver extraordinary gifts and realise the vision of strategic initiatives where philanthropy can play a critical enabling role.

Reporting to the Deputy Director, Strategic Initiatives, this role supports the development, testing and implementation of transformational, University-wide initiatives, with specific responsibility for project managing key areas within each program of work. This involves liaising with staff at all levels across the University, working in partnership with colleagues in Advancement; members of the Senior Advancement Leadership Team (SALT); academic and professional staff within the wider University, as well as external consultants, donors and volunteers.

A key area of focus for this role is the Principal and Major Gifts program, which seeks to secure significant philanthropic support from society's most generous individuals. The Project Manager coordinates across functions to assist Development colleagues to secure Principal gifts (\$5M+), including developing gift propositions, briefing project stakeholders and writing compelling proposals. It is expected this role will provide close support to the Director, Development for activating the Director's portfolio.

The Project Manager also provides operational planning and analytical inputs to the Director, Development and Deputy Director, Strategic Initiatives in order to achieve agreed goals. This includes coordination and analysis of reports, and updates on projects against key milestones for University Executive and University Advancement Council (UAC) as required. The ability to interpret data and information to gain insight and understanding, sound judgment and outstanding organisational skills are all critical to the effectiveness of this role.

The Project Manager receives broad direction from the Deputy Director but is expected to work proactively, with a high level of autonomy and independence, confidentiality and discretion. The role requires excellent attention to detail and a sound understanding of IT and other systems that support project management and philanthropic activities. Professional skills in fundraising, relationship management and project management are essential.

Reporting line: Deputy Director, Strategic Initiatives

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Moderate

Core Accountabilities:

- Work with the Deputy Director to prepare, develop and implement feasibility studies and relative project components for identified University-wide Strategic Initiatives.
- Project manage key elements of fundraising planning for Strategic Initiatives, including project scoping, developing gift propositions, engagement and outreach plans, budget and operating plans.
- Develop and clearly communicate project timelines, establish and monitor project goals, and coordinate appropriate follow-up actions related to priority projects.
- Prepare updates on the development of emerging and confirmed Strategic Initiatives for University Advancement Council reports.
- Play a leading role in supporting Advancement's transition to the Affinquest/Salesforce CRM platform
- Contribute to strategic planning and direction for potential Principal and Major Gift donors and provide project support for the Director, Development, ensuring philanthropic projects progress in a coordinated and strategic manner, including:
 - o liaising with potential donors and their advisers;
 - o scoping/philanthropic assessment of projects;
 - o project management and high-level project coordination;
 - o writing project proposals with costings;
 - o developing complex briefings;
 - o project status reports; and
 - o co-ordination with internal and external stakeholders;
- Work with the Director, Development to project manage the annual fundraising target setting process.
- Monitor overall pipeline health and coordinate/analyse reports on philanthropic progress in relation to fundraising strategy for relevant areas of the institution, including University Executive, Research, Innovation & Commercialisation (RIC) and Advancement leadership.
- Prepare content on Development performance for reports to University Executive and University Advancement Council and other committees and volunteer boards as required.
- Prepare high level briefings and reports for the Senior Advancement Leadership Team (SALT) and University leadership.
- Support the Director, Development to manage effective working relationships with key teams across the University, including Colleges and Affiliates.
- Deputise for the Deputy Director as required.
- Serve as an active member of the Advancement team, encouraging a strong, supportive, safe and enjoyable office culture and modelling desired behaviours to achieve this.

Competencies required:

Education/Qualifications

1. A relevant tertiary degree qualification (with relevant experience); or an equivalent combination of relevant extensive experience and education/training.

Knowledge and skills

Essential:

2. Strong Project Management experience, with demonstrated ability to ensure successful outcomes in relation to project deliverables.
3. Proven ability in planning processes with excellent conceptual and analytical skills, including the ability to absorb and interpret data and information from multiple sources to identify and prioritize actions.
4. Excellent organizational and time-management skills, including the ability to set and stick to timelines, work efficiently on multiple projects and adapt to changing circumstances.
5. Outstanding interpersonal skills, and ability to successfully manage relationships with a broad range of senior stakeholders internal and external to the university.
6. Exemplary verbal and written communications that can adapt across a range of audiences, as well as ability to write reports and funding proposals.
7. Goal and action oriented, with high degree of initiative and ability to work with limited direction.
8. A demonstrated ability to provide high level, effective leadership and direction to staff outside direct line management.
9. Knowledge of systems and technologies that support Advancement functions.

Desirable:

10. Experience of end-to-end management of both individual donors at Principal Gift (\$5M+) level, and fundraising projects across the donor life cycle, including establishing processes, plans, and communicating effectively to stakeholders.
11. Professional skills and demonstrated experience in Advancement in higher education
12. Knowledge of the University sector

Other job-related information:

Non-standard work hours and participation at events may be required.

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>