SENIOR DEVELOPMENT MANAGER - HASS

DEPARTMENT/UNIT Office of the President and Vice-Chancellor

FACULTY/DIVISION External Relations, Development and Alumni (ERDA)

CLASSIFICATION HEW Level 9

WORK LOCATION Mulgrave

ORGANISATIONAL CONTEXT

There’s a certain feeling you get from working at Monash University. It’s the feeling that you’re a part of something special. Something significant. So if you’re looking for the next chapter in your career, it’s here. You’ll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that’s filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers.

External Relations, Development and Alumni division (ERDA) works collaboratively across the University to initiate, grow and steward strong person-to-person relationships with key stakeholders that support Monash University’s research and education programs. Our work delivers outcomes that significantly enhance the University’s profile, reputation, resources and impact. The Development team within the ERDA division has grown in size and impact since a comprehensive restructure in 2013, and is now generating and sustaining unprecedented levels of philanthropic support for University initiatives. The division sits within the Office of the President and Vice-Chancellor.

To fulfil our mission, ERDA oversees a range of activities including alumni engagement, fundraising, communications, external engagement, donor programs and government relations for the University, nationally and internationally. To learn more about us and the work we do, please visit our website [http://www.monash.edu/erda](http://www.monash.edu/erda)

The Humanities, Arts and Social Sciences (HAS) portfolio encompasses the Faculties of Arts, Law, Education and Art, Design and Architecture (MADA). The portfolio is dynamic, innovative and ambitious, delivering world-class research and teaching programs. Further information on each Faculty, including rankings, areas of research excellence, locations and key personnel, is available on [Faculty webpages](http://www.monash.edu/erda).
POSITION PURPOSE

The Senior Development Manager is responsible for securing major and principal gifts, with a focus on gifts of $100k+ and $1m+, through the development and implementation of comprehensive engagement plans for ERDA, ensuring that they are aligned with portfolio and university objectives.

The Senior Development Manager will have specific responsibility for cultivating productive relationships with current and prospective donors.

The role is part of the External Relations, Development and Alumni (ERDA) team and will involve spending a significant amount of time within the Faculty.

The Senior Development Manager will play a major role in developing relationships with internal stakeholders including the Deans of Arts, Law, Education, and MADA, and senior leaders within the Faculty, key academics and alumni, as well as communications, marketing and engagement colleagues within ERDA and across the University.

You will join a team of around 40 dedicated and highly regarded development professionals, who form part of a wider division of almost 70.

Our professional environment is ambitious, collegial, supportive and dynamic – qualities that are regularly reflected in outstanding results in staff engagement surveys and through the regular feedback forums conducted by our division.

Above all, you will help to drive the delivery and evolution of one of the largest, most ambitious and exciting campaigns in Higher Education fundraising: Change it. For good. Our campaign places philanthropy at the forefront of our institution’s engagement with its constituencies, and creates an incredible platform from which to achieve fundraising success.

Reporting Line: This position reports to the Director, Development HASS and Monash Business School (MBS) under broad direction with a considerable degree of autonomy

Supervisory Responsibilities: This position provides direct supervision to one staff member

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Develop and implement a comprehensive fundraising strategy to meet faculty and university objectives, to secure significant philanthropic commitments from a portfolio of 60-100 prospects and donors, with a focus on gifts of $100k+ and $1m+

2. Build and sustain high-level relationships with an extensive network of internal colleagues, clients, stakeholders and external service providers to support fundraising efforts for the University

3. Provide strategic advice and specialist expertise on all aspects of fund raising and donor solicitation techniques to senior staff, including key members of the senior management team and Faculty executives in order to develop long-term relationships with donors, prospective donors and other stakeholders

4. Develop and/or oversee individual business plans for faculties and key fundraising projects that support business decision-making, including providing expert, strategic advice to inform financial capability, operating performance and business growth, and identifying and responding strategically to issues, fundraising trends and opportunities

5. Undertake research, devise solutions and provide high-level, practical and impartial advice to senior management on complex, multi-faceted development fundraising/prospect donor engagement issues

6. Develop and manage specific strategic and operational planning processes in order to support philanthropic relations for ERDA and identify opportunities to make improvements, particularly in the level of major gifts
7. Represent and advocate for the University and its needs to potential benefactors related to fundraising including active updating of records in the ERDA database to maximise accuracy of data and enable professional and coordinated relationship management

8. Prepare specialised reports, correspondence, recommendations and advice for senior management on highly-complex issues with a university-wide impact

9. Maintain and enhance the reputation of ERDA as a strategic partner to the Faculty in relation to alumni engagement and the solicitation of donations to the University and develop improvement initiatives across the University

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - Relevant qualifications, ideally at the postgraduate level (or with progress towards) with extensive relevant fundraising experience, skills and expertise preferably in a higher education sector environment, or
   - extensive management experience and proven management expertise; or
   - an equivalent combination of relevant experience and/or education/training

**Knowledge and Skills**

2. Demonstrated strategic capability in leading, managing and delivering a broad range of fundraising functions in line with strategic objectives with a demonstrated success in major gifts

3. Proven track record of success in planning, development and execution of relationship management and fundraising strategies in a large and complex organisation, and in meeting established fundraising targets and implementing entrepreneurial and creative campaigns

4. Exceptional oral and written communication and interpersonal skills with the capacity to engage effectively with a wide range of interested parties, individuals and other key stakeholders

5. Sound knowledge of up-to-date practices and techniques in communication, marketing, both domestic and international, as well as branding and the positioning of an organisation to best perform in a competitive marketplace

6. Ability to generate innovative strategies to develop and manage relationships across the full spectrum of current stakeholders, alumni, potential new donors and other interested parties, with the capacity to inspire and engage with an ability to successfully gain commitment

7. Demonstrated high level strategic analysis, research, planning and advisory skills, and proven experience in policy, guidelines and procedures development

8. Expert networking skills including across diverse cultures, with a well-developed network in relevant area

9. Proven experience in leading, motivating and developing a team of professionals to achieve strategic objectives

**OTHER JOB RELATED INFORMATION**

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.