



## POSITION DESCRIPTION

University of Melbourne Advancement

### Deputy Director of Divisional Advancement (Humanities, Arts and Social Sciences)

POSITION NO	0043171
CLASSIFICATION	PCS 10A
SALARY	\$144,048 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Ann Fazakerley Email <a href="mailto:ann.fazakerley@unimelb.edu.au">ann.fazakerley@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Deputy Director of Divisional Advancement for Humanities, Arts and Social Sciences (HASS) is a senior role within University of Melbourne Advancement (UoMA). S/he plays an important leadership role in the delivery of effective and efficient Advancement services aligned to HASS Divisional priorities as part of the overall Advancement Strategy. The divisions include Melbourne Graduate School of Education and the Faculty of VCA and MCM (Victorian College of the Arts and Melbourne Conservatorium of Music), as well as Sport, Library and Cultural Collections, the Ian Potter Museum of Art, Indigenous programs and specific projects. The Deputy Director has responsibility for ensuring strong major gifts philanthropic income pipeline (i.e. those ranging from \$100,000 to \$1 million). S/he will also be a member of the University's Principal Gifts group, which is responsible for the cultivation, solicitation and stewardship of some of the University's most significant donors and prospective donors, primarily those capable of making principal gifts, i.e. over \$5 million, in order to maximise the philanthropic income for academic and other University priorities.

The position oversees a team of three [please see the attached Organisational Chart]. The position reports to the Director of Divisional Advancement (HASS) and deputises in their absence, including coordinating with and (when required) overseeing team members supporting the Faculty of Arts, Faculty of Business & Economics and Melbourne Law School. S/he will be expected to work closely with Advancement Directors as well as the Vice-Principal (Advancement).

The incumbent carries responsibility for the advocacy and implementation of advancement policy and services for relevant divisions. S/he is responsible for the management, performance coaching and mentoring of a number of major gift fundraising staff. S/he is expected to be a key provider of expertise and guidance, fostering close collaboration with and between Deans, academic and professional staff in the divisions to ensure the highest quality of major gift development activity is delivered.

High-level relationship development and interpersonal skills, staff and volunteer management skills, the ability to prioritise tasks and to influence colleagues and stakeholders are all critical to the effectiveness of this role. The role requires high levels of diplomacy, a high level of attention to detail, and a sound understanding of IT and other systems that support philanthropic fundraising activities.

By the end of 2021, we would expect the HASS team to be raising \$25m per annum.

## ***1. Key Responsibilities***

With limited direction from the Director of Divisional Advancement (HASS), the Deputy Director of Divisional Advancement (HASS) has the following specific responsibilities:

### **1.1 GENERAL**

- ▶ Assist the Director of Divisional Advancement (HASS) in developing, implementing and delivering fundraising strategies to maximise philanthropic income and alumni engagement to support the academic priorities of divisions
- ▶ Produce, implement and review annual operational plans, including annual performance management and review processes, agreed budgets and other operational targets for a set of allocated divisions and their Advancement staff as appropriate

- ▶ Manage own portfolio of approximately 50-70 Major and Principal gift prospective donors including individuals, charitable funds, trusts and foundations and corporate entities
- ▶ Ensure that donor stewardship is of the highest quality
- ▶ Ensure senior staff and University leadership and volunteers are effectively briefed for meetings and events
- ▶ Provide leadership and direction to staff responsible for the delivery of successful major gift fundraising for divisions
- ▶ Provide advice and guidance to senior University staff, including Deans, Heads of Schools and Advancement staff on development-related matters
- ▶ Collaborate closely with University-wide Advancement program staff including the Director and Deputy Director of Development, Director of Alumni and Stakeholder Relations, Heads of the Alumni Relations, Regular Giving, Research, Bequest and Stewardship teams, to ensure a consistent and well-coordinated advancement program
- ▶ Contribute actively to the creation and delivery of professional development for development staff within the team and across the University
- ▶ Support the development and operation of the divisional fundraising activities ensuring that activities enhance the overall University advancement program and align with the Campaign for the University of Melbourne
- ▶ 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
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined below under 6
- ▶ Deputise for the Director of Divisional Advancement (HASS) as required.

## 1.2 COMMITTEE RESPONSIBILITIES

- ▶ At the request of the Director of Divisional Advancement (HASS) and in their absence it is anticipated the Deputy Director of Divisional Advancement (HASS) will attend committee meetings and provide Advancement advice to inform committee deliberations

## 1.3 PRIMARY LIAISON RESPONSIBILITIES

The incumbent will be required to develop effective relationships and exercise appropriate influencing skills with the following stakeholders:

- ▶ University leadership, Deans and Faculty Executive Directors concerning Advancement plans and programs, in liaison with the Director of Divisional Advancement (HASS)
- ▶ Potential and existing major and principal gift donors, senior alumni and volunteers
- ▶ The heads of academic departments, schools and semi-autonomous bodies, and research institutes in relation to specific divisions, in liaison with the Director of Divisional Advancement (HASS)
- ▶ The Vice Principal (Advancement) and the senior Advancement team at the University of Melbourne
- ▶ Advancement staff across the University.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A post-graduate qualification in a relevant discipline plus extensive relevant experience focused on a significant major gifts component; or an equivalent combination of relevant extensive experience and education/training.
- ▶ Extensive experience of management, and significant experience working in major gift fundraising and coordinating fundraising programs
- ▶ A track record in development with proven success in major gift fundraising at the \$500,000+ level
- ▶ A demonstrated ability to provide high level, effective leadership and direction to staff inside and outside direct line management to achieve goals in a target driven environment
- ▶ Professional skills and knowledge of advancement in higher education ideally in Australia and an understanding of major international and national trends in advancement
- ▶ Experience of advancement program management in a complex organisation
- ▶ Proven ability in budget management and planning processes with excellent conceptual and analytical skills
- ▶ Outstanding interpersonal, oral and written communication skills, appropriate to dealing with stakeholders and supporters including donors, volunteers and friends of the University
- ▶ High level skills in influencing, negotiating, motivating and communicating across a large complex organisation and the ability to manage relationships at a senior level

### **2.2 DESIRABLE**

- ▶ A strong professional network in the fundraising community
- ▶ An appreciation for the arts
- ▶ Experience of Advancement in a complex higher education institution Selection criteria

## ***3. Special Requirements***

- ▶ Ability to work outside standard hours when required
- ▶ Ability to travel interstate and overseas when required

## ***4. Job Complexity, Skills, Knowledge***

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The position exercises a high level of judgement and independence in its responsibilities. The incumbent supervises and directs the work of other staff and is required to work and liaise with staff in faculties, other administrative units and higher education agencies.

## 4.2 PROBLEM SOLVING AND JUDGEMENT

As required by the Director of Divisional Advancement (HASS), the work will involve interpretation and application of policy in support of HASS divisional Advancement agendas. The ability to analyse Advancement needs in preparing advice and reports for the Director of Divisional Advancement (HASS) and other senior management will be important, as will be the ability to establish measurement systems for advancement performance and to analyse the results.

## 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires a sound knowledge of the University's strategic directions and a detailed understanding of the inter-relationships within the University especially as they apply to advancement. An understanding of the major international and national trends and internal factors which affect giving in higher education in general and The University of Melbourne in particular, as well as an understanding of the significance of these trends and factors to strategic planning, is important.

## 4.4 RESOURCE MANAGEMENT

The position has responsibility in the planning, implementation and monitoring of aspects of the Divisional Advancement (HASS) budget, particularly with regard to allocated divisions. The position is responsible for setting and monitoring of targets for income generation and engagement as appropriate to allocated divisions. The position also requires leadership of a team of Advancement staff.

## 4.5 BREADTH OF THE POSITION

This senior position in the Advancement Office will require the incumbent to operate across a matrix of levels and the full range of University activities of teaching and learning, research, knowledge transfer and university services. Both a high level strategic understanding and detailed operation knowledge is required in the execution of this role at the various levels of University, faculty, school and department. An understanding of policy, and also strategic, engagement, relationship, financial and operational issues, is essential.

## ***5. 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 University's People Strategy 2015-2020 and policies that address 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 service for excellence and reach the targets of Growing Esteem.

## **6. 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

## **7. Other Information**

### **7.1 ORGANISATION UNIT**

[www.unimelb.edu.au/advancement](http://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) is responsible for the coordination and delivery of Believe: the Campaign for the University of Melbourne, [www.campaign.unimelb.edu.au](http://www.campaign.unimelb.edu.au)

The completion of the first phase goal of raising \$500M for the Believe Campaign was publicly announced in March 2016, along with the intention to proceed with a second phase of the Campaign with revised goals of raising \$1B and actively engaging with 100,000 alumni by the end of 2021. The Believe Campaign is the largest initiative of its kind in the Asia-Pacific region.

### **7.2 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>.

### 7.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning

of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

#### **7.4 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 <http://www.unimelb.edu.au/governance>



**8. Organisational Structure - Humanities and Social Sciences**

