



## POSITION DESCRIPTION

University of Melbourne Advancement

### Deputy Director of Development & Head of Major Gifts

POSITION NO	0031044
CLASSIFICATION	PSC 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	Please do not apply via the University website. We are recruiting in partnership with Richmond Associates. To discuss this opportunity, contact Jocelyn Kelty, Director, Richmond Associates, Australia Office on +61 (0)2 8218 2185, or by email at <a href="mailto:dstevens@richmond-associates.com">dstevens@richmond-associates.com</a> . Further information can also be downloaded from the Richmond Associates website at <a href="http://www.richmond-associates.com">http://www.richmond-associates.com</a>
CONTACT FOR ENQUIRIES ONLY	As above <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Deputy Director of Development and Head of Major Gifts is a senior role within University of Melbourne Advancement (UoMA) that plays an important role in the delivery of an integrated Development (i.e. philanthropic fundraising) strategy and program for the University as part of the overall Advancement Strategy. The Deputy Director has specific responsibility for maximising the University's philanthropic income through the raising of major gifts i.e. those ranging from \$10,000 to \$1 million plus, leading International Fundraising and driving fundraising in the University's Divisions, including Asialink, The Australia-India Institute, and University of Melbourne Sport.

The position reports to the Director of Development, is a member of the University's Principal Gifts group and carries leadership across the University for the major gift practice. They will be expected to work closely with University leadership, including Chancellery, Deans and senior Advancement colleagues. The Deputy Director of Development will also be responsible for the management, performance coaching and mentoring of major gift fundraising staff within the University-wide portfolio and across the wider Advancement division. They are expected to be a central provider of expertise and guidance, fostering close collaboration with Deans, academic and professional staff (in particular the Senior Development Managers and Development Managers) to ensure the highest quality of major gift development activity is delivered.

The Deputy Director of Development also has a key role to play with the cultivation, solicitation and stewardship of some the University's most significant donors and prospective donors, primarily those capable of making principal gifts, i.e. over \$1 million, in order to maximise the philanthropic income for academic and other University priorities.

High-level relationship development and interpersonal skills, staff and volunteer management skills, the ability to prioritise tasks and to influence colleagues and stakeholders are critical to the effectiveness of this role. The role requires high levels of diplomacy, a high level of attention to detail, and an excellent understanding of how and why a systemic approach supports philanthropic fundraising activities.

The Deputy Director of Development may be required by the Director of Development to deputise for them as appropriate.

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

With limited direction from the Director of Development:

#### **1.1 DEVELOPMENT AND MAJOR GIFTS**

- ▶ Assist the Director of Development in developing, implementing and delivering a University-wide fundraising strategy to maximise philanthropic income for the University's priorities
- ▶ Leading the international fundraising team
- ▶ Manage own portfolio of 50-70 prospective donors, with a focus on those capable of gifts of \$1M+
- ▶ In collaboration with the Director of Development, build and drive strategic engagement/development with academic units across Chancellery (including non-academic divisions).

- ▶ Produce, implement and review annual operational plans, including annual performance management and review processes, agreed budgets and other operational targets for development staff as appropriate
- ▶ 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 – both in terms of the post-holder's immediate team and also more broadly across the University
- ▶ Provide advice and guidance to senior University staff, including Deans, Heads of Schools and Advancement staff on development-related matters
- ▶ Collaborate closely with other development staff across the University, Heads of the Annual 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.
- ▶ 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 Development as required.

## 1.2 COMMITTEE RESPONSIBILITIES

- ▶ At the request of the Director of Development and in their absence it is anticipated the Deputy Director Development will attend committee meetings as directed, and provide fundraising 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 development plans and programs, in liaison with the Director of Development
  - Potential and existing major and principal gift donors, including volunteers.
  - The Heads of academic departments, schools and semi-autonomous bodies, and research institutes in relation to the University's development programs, in liaison with the Director of Development
  - The Vice Principal (Advancement) and the senior Advancement team at the University of Melbourne
  - Development staff across the University

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ A post-graduate qualification in a relevant discipline (with 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, 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
- ▶ 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 how and why a systemic, and data-lead approach to fundraising supports the most effective and efficient philanthropic outcomes
- ▶ Experience of advancement program management including major gift work 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
- ▶ International fundraising experience working in the fundraising arena in Australia and/or internationally

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

### 3.1 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.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

As required by the Director of Development, Vice-Principal (Advancement) or Executive Director Advancement, the work will involve interpretation and application of University policy in support of the Development agenda, and the ability to identify factors requiring new policy developments is integral to the position. The ability to analyse advancement needs in preparing advice and reports for the Vice-Principal (Advancement) and other senior management, particularly in relation to the University of Melbourne will be important, as will be the ability to establish measurement systems for advancement performance and to analyse the results.

### 3.3 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 impact on giving in higher education and, specifically, the University of Melbourne as well as their significance to strategic planning are important. Professional skills in or sophisticated understanding of fund raising, relationship management, policy development, events management, and personal development would be an advantage.

### 3.4 RESOURCE MANAGEMENT

The position has responsibility in the planning, implementation and monitoring of aspects of the Development budget. The position is responsible for setting and monitoring of Development targets for income generation. The position also requires leadership of a team of Development staff.

### 3.5 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 strategic, engagement, relationship, financial and operational issues are essential.

## 4. *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 strive for excellence and reach the targets of Growing Esteem.

## 5. 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/people/community/responsibilities-of-personnel>

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

## 6. Other Information

### 6.1 ORGANISATION UNIT

<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) 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 Campaign is the largest initiative of its kind in the Asia-Pacific region.

#### UoMA's Vision – Partnering for Impact

Advancement is a **catalyst** that leads to positive impact on the University, the city, the state, Australia and the world.

#### Mission

We do this in deep and genuine partnership with our generous alumni, supporters and academic colleagues.

To do this we will work in partnership with:

- **Academic and professional colleagues** to identify, curate, hone and present wonderful philanthropic and engagement opportunities that support our outstanding researchers, teachers and students and the spaces in which they live and work
- **Donors** to match and connect these opportunities to their passions
- **Alumni, friends and current students** to develop mutual and lifelong benefit by sharing skills, expertise and networks

#### Guiding Principles

- We are '**One Advancement**' working together towards collective goals
- We are driven both by **university strategies** and the opportunities presented by **our supporters' passions**
- We strive for outcomes through **strong partnerships that deliver impact** – both with university colleagues and with our community stakeholders

- We create opportunities for the university to come together with supporters to **make a difference in the world** and benefit the communities with whom we engage
- We build **enduring, purposeful relationships** that are stakeholder-centric and mutually-beneficial
- Our decision making and resource allocation are based on **expert knowledge, research insights and data**
- We recognise the impact of both **financial and non-financial contributions**
- We **operate sustainably** at both the organisational and personal levels

### Foundation Values

Our work will be guided always by our Values:

- **Integrity** – we are honest, trustworthy, understanding and sincere
- **Collaboration** – we are supportive of each other and work as a team toward improved collective outcomes
- **Innovation** – we prize creativity and act with courage to progress our objectives
- **Professionalism** – we are committed, focused, accountable, respectful and proud of the work we do

### Behaviours

We look to encourage the following behaviours across Advancement:

- **Prioritise** based on our strategic direction and purpose
- **Don't go it alone** – explore and exchange expertise, knowledge and institutional memory with colleagues across Advancement
- Be willing to **innovate and test new approaches**
- Support each other to **think, speak and act courageously** in pursuit of the best outcomes
- Be **responsive and decisive** taking both personal and collective **accountability**

## 6.2 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>.

## 6.3 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.

## 6.4 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>