



POSITION DESCRIPTION

University of Melbourne Advancement

Senior Development Manager, Melbourne School of Engineering

POSITION NO	0042891
CLASSIFICATION	PSC 9
SALARY	\$115,726 - \$120,404 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Please DO NOT apply via the University website. We have engaged the consultancy NGO Recruitment to assist in this recruitment. To apply, please forward your cover letter and resume in MS Word format to cv@ngorecruitment.com quoting reference #34034 or contact Emma Adams on (03) 8319 4090.
CONTACT FOR ENQUIRIES ONLY	As above

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

Position Summary

The Melbourne School of Engineering (MSE) is on an exciting trajectory that will reshape UoM's impact as an engineering school and Australia's role in addressing the global challenges of today. The Senior Development Manager (MSE) will be the faculty-based advancement advocate focused on enabling this vision through philanthropy and private investment. This role in the realisation of the MSE 2025 / Campus2 Campaign (see section 5.2 below) presents an exciting opportunity for the successful incumbent to be part of this vision.

The Senior Development Manager, MSE will ideally have experience in campaign management and securing gifts over \$100,000. S/he will have the ability to work independently and collaboratively within a complex environment. This involves partnering with senior academic leaders, industry and community champions and Advancement staff in the execution of the campaign plan.

Supported by a day-to-day working relationship with the Director of Divisional Advancement (STEM), and working closely with the STEM Advancement Leadership Team, the incumbent's principal role is to execute the MSE campaign strategy and plan.

The Senior Development Manager collaborates across the University to foster and manage relationships with current and prospective donors, secure complex and multi-year gifts and to meet annual and campaign targets.

In addition to campaign management, the incumbent will work with a personal portfolio of 60-100 donors and prospective donors. Given the scope the campaign (goal to be determined), his/her portfolio will focus on those potential donors capable of making gifts of \$1,000,000 or more to MSE priorities. MSE's campaign strategy is executed in the spirit of collegiality within UoM's prospect management frameworks.

As an experienced member of the STEM Advancement Team, the Senior Development Manager will work closely with a broad range of internal and external stakeholders in project execution: the Dean and Heads of School of Melbourne School of Engineering, senior faculty members, university executives, business development and engagement colleagues, industry partners, alumni and friends as well as the UoM Advancement team.

Reporting to the Deputy Director of Divisional Advancement (STEM) and with direct support and involvement from the Director of Divisional Advancement (STEM), the incumbent will supervise one Development Manager and facilitate the involvement of a range of volunteers, from individuals through to a possible campaign committee. The Senior Development and Campaign Manager is supported by the Head of Alumni and Stakeholder Relations (STEM) and MSE-based colleagues responsible for alumni and stakeholder engagement in the design and execution of a campaign-specific engagement program.

S/he will need to demonstrate a strong affinity for fundraising within a University and higher education context, together with the ability to champion its mission both externally and internally.

1. Key Responsibilities

1.1 FUNDRAISING DEVELOPMENT STRATEGY AND EXECUTION

With limited direction from the STEM Leadership team, the Senior Development Manager (MSE) will:

- ▶ Manage own portfolio of approximately 80-100 major prospective donors including individuals, charitable funds, trusts and foundations and corporate entities.
- ▶ Meet annual performance targets relating to relationship management with donors, such as meetings, 'asks' made and income raised.
- ▶ Proactively build the university's prospect pipeline through referrals from internal and external stakeholders and collaborative work with other university engagement teams (e.g. business development, student experience, marketing and international teams).
- ▶ Liaise with key internal stakeholders on the development of gift documentation and donor relationship management to maximise support for the University and ensuring compliance with the University's Advancement Policy and Procedures.
- ▶ Involve key internal stakeholders and volunteer leaders in the development of donor relationships and in gift negotiations to maximise the benefits to the faculty.
- ▶ Work with academic leads to engage volunteer leaders as advocates, champions, door openers and donors. This includes members of various industry, philanthropic and alumni advisory boards that may exist within the faculty.
- ▶ Help to shape the campaign case for support and identifying opportunities to generate philanthropic income for faculty priorities.
- ▶ Record all information on the University's contact management system, Advance, in a timely and consistent fashion.
- ▶ Prepares donor/prospective donor communication materials and correspondence including briefing notes for call teams, presentation materials and proposals.

1.2 MANAGEMENT

- ▶ Assist in the design, implementation and review of the MSE operational advancement plans (local area plans), including annual performance management and review processes, agreed budgets and other operational targets for the faculty for any given performance period.
- ▶ Provide advice and guidance to senior University staff in the Melbourne School of Engineering, including the Dean, Heads of Schools, Faculty Executive Director, and Faculty professional staff that deliver on the faculty fundraising strategy.
- ▶ Oversee management of the MSE prospect pipeline, with support from the supervisor and relevant advancement staff.
- ▶ Help facilitate the coordination and delivery of all programs identified in the MSE advancement strategy including donor relations, bequest giving, prospect pipeline management, and campaign related stakeholder engagement.
- ▶ Facilitate the preparation of advancement reports and other relevant documentation to track and communicate progress against goals
- ▶ Contribute to the development of the wider team.

1.3 GENERAL

- ▶ Proactively work with internal and external stakeholders 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.
- ▶ Actively promote, observe and ensure equal opportunity, staff equity and affirmative action progress/plans, and the occupational health and safety plan, principles and legislative requirements are incorporated into all aspects of the work.

- ▶ Ensure compliance with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Tertiary qualifications in a relevant discipline (with extensive relevant experience); or an equivalent combination of relevant experience and education/training.
- ▶ Demonstrated fundraising experience working independently to develop and execute a successful fundraising strategy
- ▶ Proven track record in negotiating gifts and grants exceeding \$100,000
- ▶ Strong project management skills
- ▶ Demonstrable record of working with volunteer leaders
- ▶ Demonstrable record of operating successfully in a complex organisation
- ▶ Proven ability in budget management and planning processes with strong conceptual and analytical skills
- ▶ Outstanding interpersonal, oral and written communication skills, appropriate to dealing with senior level stakeholders and supporters including donors, volunteers and friends of the University
- ▶ High level skills in influencing, negotiating, motivating and communicating across diverse groups, managing change, and building and managing relationships at a senior level.

2.2 DESIRABLE

- ▶ Experience managing capital campaigns
- ▶ Passion for the subject matter
- ▶ A strong professional network in the fundraising community
- ▶ Experience in fundraising for STEM related disciplines (Science, Technology, Engineering, Mathematics and Medicine)
- ▶ Experience of Advancement in a higher education context
- ▶ Relevant Postgraduate qualifications
- ▶ Professional skills and knowledge of advancement in higher education, ideally in Australia, and an understanding of international and national trends.

3. Special Requirements

- ▶ Preparedness to travel and to work outside normal office hours as required, including international travel
- ▶ Ability to obtain relevant authorisations to work in Australia (e.g. passport and eligibility for visas)
- ▶ Travel between the University's Parkville campus and other various campuses may be required depending on faculty assignment.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

Reporting to the Deputy Director of Divisional Advancement (STEM) on an operational level and working at a strategic level with the Director of Divisional Advancement (STEM), the incumbent will provide planning input to STEM Advancement.

The position exercises a high level of judgement and initiative. The incumbent will be required to exercise a high degree of independence in the management of workload and the prioritisation of tasks.

The incumbent will require a high degree of motivation and credibility to manage their portfolio of external and internal stakeholders to maximum advantage.

The incumbent will regularly report to and work with the STEM Advancement Leadership Team (Director, Divisional Advancement (STEM), the Deputy Director, Divisional Advancement (STEM) and the Head of Alumni and Stakeholder Relations (STEM)) to monitor progress against MSE advancement plans and targets, identify and pursue opportunities arising, and trouble shoot any matters arising.

S/he will collaborate closely with academic and professional colleagues in MSE, other faculties, UoMA and across the University in the execution of his/her duties including donor relationship management.

The incumbent will contribute to the success of UoM and UoM Advancement through partnership and collaboration (e.g. ideas, prospect referrals, joint initiatives, etc.).

The incumbent will operate ethically and will possess the maturity and confidence to represent MSE and the University externally. Critically, he/she must present as an exemplar to the community and University colleagues.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be required to exercise a degree of independence in the management of workload and the prioritisation of tasks.

In representing the University, the incumbent is expected to operate in a professional capacity, establishing and maintaining relationships on an appropriate basis. The incumbent must also be able to conceptualise new approaches and strategies and be responsive to changing circumstances.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires a sound knowledge of the University's and the Faculty's strategic directions and a detailed understanding of the inter-relationships within the University.

The incumbent is expected to liaise with staff at all levels across the University on matters related to the development of MSE 2025 campaign strategies, and to work closely with senior colleagues and external stakeholders. The incumbent will have the full confidence of the STEM Advancement Leadership Team and Advancement colleagues, in the development and execution of faculty plans.

Develop a general understanding of the major international and national trends and internal factors which impact on giving in Australia general and in higher education.

4.4 RESOURCE MANAGEMENT

The Senior Development and Campaign Manager is responsible for managing resources allocated for the purposes of the Faculty's advancement activities and must have experience and knowledge in planning and managing financial resources.

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

The STEM Advancement team is part of University of Melbourne Advancement (UoMA). The team works actively and collaboratively with colleagues across the four STEM-related academic divisions to enhance their teaching and learning, research and engagement strategies. See below:

www.eng.unimelb.edu.au

www.science.unimelb.edu.au

www.fvas.unimelb.edu.au

www.msd.unimelb.edu.au.

The Advancement team aims to develop a culture of philanthropy throughout the STEM-related academic divisions and ultimately secure increased funding for research, academic leadership, student scholarships, teaching programs and major projects.

The team integrates all faculty activities aimed at raising funds through philanthropic donations, ensuring effective promotion of the STEM-related academic divisions and the University through positive engagement with benefactors, governments, industry, philanthropic trusts and foundations, alumni and the wider community.

Melbourne School of Engineering Advancement Strategy and Campaign

Analysis of phase 1 of the Believe Campaign showed that the STEM faculties underperformed across key advancement metrics compared to the relative scope and impact of the STEM faculties, academics, students and alumni, both in terms of funds raised, and alumni and stakeholder engagement. The causes were identified as follows:

- ▶ Absence of a STEM fundraising case for support aligned to faculty priorities
- ▶ The relative inexperience of the STEM faculties, schools and institutes in modern advancement
- ▶ Lack of experience and/or continuity of advancement staffing in major gifts and campaigns across the STEM faculties

The establishment of the STEM Advancement portfolio and the role of the Divisional Director of Advancement (STEM) was an outcome of this analysis. The goal is to triple giving by 2021 across the STEM faculties through the establishment of best practices in higher education advancement and campaign strategy execution.

Given the scope of the MSE agenda (see section 5.5 below), STEM Advancement has made the critical decision to seek a Senior Development Manager experienced in campaigns and negotiating 6-figure gifts.

7.2 BUDGET DIVISION

<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

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**

7.3 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>.

7.4 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.

7.5 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>