



---

<b>Position Title:</b>	Associate Director, Development
<b>Position Classification:</b>	Level 10 Grade 3
<b>Position Number:</b>	307846
<b>Faculty/Office:</b>	Community & Engagement
<b>School/Division:</b>	Development and Alumni Relations
<b>Centre/Section:</b>	
<b>Supervisor Title:</b>	Chief Advancement Officer
<b>Supervisor Position Number:</b>	200061

### Your work area

Development and Alumni Relations oversees the University's alumni engagement strategy as well as building on the University's external relations in developing support for the University through philanthropic giving, with a particular focus on meeting significant fundraising targets during the University's major *New Century* fundraising campaign.

### Reporting Structure

Reports to: Chief Advancement Officer

Direct Reports: Senior Manager Development, Development Managers (4), Development Manager Bequests

### Your role

The Associate Director, Development has a significant leadership role in the strategic direction, operations and delivery of a University-wide development program and is responsible for building external relationships with major prospective donors and supporters, maximising the University's philanthropic income for academic priorities and driving the expansion of the University's Development capability particularly during the public phase of the UWA's New Century Campaign.

This role has four key areas of focus:

- Leadership and strategic direction
- Major gift fundraising
- External engagement
- Staff development and resource planning

### Key responsibilities

#### Leadership and strategic direction

Work as part of the DAR integrated leadership team to establish strategies for increasing philanthropic support to the University

Provide leadership and strategic direction to the University development team ensuring the delivery of successful major gift, planned giving, corporate and annual fundraising initiatives in line with the University's key fundraising priorities for the New Century Campaign

Lead the provision of best practice development support for the University's faculties, schools and centres fundraising activities

Provide high level strategic policy and program advice to the Chief Advancement Officer, the New Century Campaign Committee and other members of the senior executive in support of the University's philanthropic goals

Provide strategic direction to the Donor Relations and Stewardship team to ensure that donor acknowledgement and stewardship is embraced across the University and is of the highest quality

### **Major Gift Fundraising**

Lead the major and planned gift solicitation process by focusing on major / principal prospective donors under personal management and by supporting and facilitating solicitations by the Development team

Develop and execute long and short-term strategies to secure major and planned gifts (>\$1M) in concert with the Chief Advancement Officer, the New Century Campaign Committee, senior academic leaders and the Development team

Ensure that prospects capable of major gifts are cultivated and solicited in an appropriate and strategic manner

### **External Engagement**

Build long-term partnerships and strengthen existing relationships with the University's senior alumni, major donors and corporate supporters that will result in funding for the immediate and long-term goals of the University

Actively manage a portfolio of high level relationships with the aim of raising significant leadership gifts

Partner with external stakeholders, including senior industry leaders in the local, national and international communities to secure support and philanthropic investment in the University

### **Staff development and resource planning**

Lead a team of fundraising professionals whose primary focus is solicitation and cultivation of gifts that are in line with the University's key fundraising priorities including the New Century Campaign

Lead and unite the Development team around a common vision for success in the New Century Campaign

Plan and review the resourcing and performance of all aspects of the Development fundraising activities including playing an active role in the formulation of the annual development budget

Achieve the position's performance outcomes as agreed with the Director, Development and Alumni Relations

Other duties as required

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency

Substantial experience in major gift fundraising with proven success in securing high-level six/seven figure gifts as well as development program management including annual giving programs, bequests, sponsorships, stewardship and policy development

Substantial and extensive management and leadership experience at an appropriate level, with a demonstrated ability to provide high level, effective leadership, motivation and direction to significant teams of staff

High level skills in influencing, negotiating, motivating and communicating across a large, complex organisation with the ability to build and manage relationships at a senior level

Professional skills and knowledge of advancement in higher education and an understanding of major international and national advancement trends

Demonstrated ability to determine long term planning and key strategic direction and excellent conceptual and analytical skills

Significant experience in the higher education sector or related field, particularly in the area of fundraising

## **Special Requirements**

As part of managing major external relations, role will undertake regular Interstate and Overseas Travel

## **Compliance**

### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at [http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>