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## POSITION DESCRIPTION

# Development Manger

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Position Level	8/9
Faculty/Division	External Engagement
Position Number	ADMIN ONLY
Original document creation	September 2020

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### Position Summary

The portfolio of External Engagement has been created following a Taskforce 20/21+ review of opportunities to streamline our operations across both Faculties and Divisions. The new Division covers the following activities, separate to any activities relating to future student recruitment (which is coordinated via the Division of Academic and Student Life):

- Media, news and content
- Corporate marketing and communications
- Web transformation
- Events, venues and hospitality
- Fundraising
- Alumni engagement
- Government, community and diplomatic relations

The Development Manager is an experienced philanthropy professional with an entrepreneurial approach who will take a leading role to support the growth of UNSW's fundraising program. This role is responsible for the implementation of strategies to achieve significant philanthropic revenue targets for their Faculty/Division and will be responsible for a personal portfolio of approximately 100 major gift prospects. The role will focus on cultivating and soliciting major and planned gifts in support of the University's highest fundraising priorities in close partnership with other External Engagement colleagues.

The role of Development Manager reports to Head of Development and may have direct reports.

### Accountabilities

Specific accountabilities for this role include:

#### Level 8

- Work closely with line manager to deliver the philanthropic strategy for the Faculty/Division and to achieve agreed strategies and targets (i.e. monthly meeting targets and annual fundraising goals).

- Build and manage a portfolio of approximately 100 prospective donors that have made or have the potential to make a minimum \$100,000+ commitment and develop long-term relationships that deepen their philanthropic investment and engagement with UNSW.
- Prepare complex philanthropic proposals, campaign materials and stewardship information for major gift prospects and donors.
- Lead the development of philanthropic gift ideas and strategies, in collaboration with Development colleagues and academic leaders.
- Proactively engage and collaborate with academic leaders to identify projects that require philanthropic support and foster productive relationships for UNSW.
- Advance philanthropic relationships on behalf of UNSW while ensuring compliance with best practices, relevant University policies and state and federal legislation.
- Foster productive relationships with internal stakeholders e.g. Dean, Heads of School, Faculty Executive Director, Institute Director and ensure compliance with all relevant fundraising/engagement University policies and procedures.
- Create and implement an annual work plan to ensure activity targets (including number of monthly prospect/donor visits, proposals submitted, etc) and philanthropic income goals are achieved.
- Enter relevant data into databases (e.g. Raisers Edge) to ensure it accurately reflects all contact with donors and prospects.
- Some development and donor related responsibilities will take place off campus, beyond regular office hours, and/or on weekends.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others. Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

#### **Level 9 (in addition to the above)**

- Build and manage a personal portfolio of approximately 100 prospective donors that have made or have potential to make a minimum \$250,000+ commitment and develop long-term relationships that deepen their philanthropic investment and engagement with UNSW.
- Play a strategic role in relation to fundraising activities and provide significant leadership to UNSW Philanthropy staff, Faculty/Division staff and other key stakeholders in relation to fundraising activities.
- Provide coaching and mentoring to junior Development colleagues.
- Play a proactive and pivotal role in the development of the philanthropic culture across UNSW by proactively engaging and collaborating with stakeholders.
- Demonstrate professionalism and lead by example when interacting with both internal and external stakeholders at all times.

### **Skills and Experience**

#### **Level 8**

- Relevant tertiary qualifications and experience in development and donor relations preferably within the university sector.
- Demonstrated experience working effectively with high net worth individuals (including their legal and financial advisors).
- Demonstrated success in closing gifts of \$100K and achieving high fundraising targets in a competitive environment.
- Evidence of success in building and maintaining strong relationships with senior staff, influential donors, and external organisations for successful fundraising outcomes.

- Demonstrated ability in building a highly targeted and robust pipeline of prospects through effective prospect research.
- Broad knowledge of the principles of fundraising and tax laws that impact charitable giving, personal assets and estates.
- Excellent written and verbal communication skills with the proven experience preparing a range of high-level and confidential communications e.g. briefings, proposals and written presentations.
- Certain roles will require the flexibility to travel occasionally to frequently on behalf of UNSW. That travel may be local, regional, interstate, or international and take place over multiple days, requiring overnight stays.
- Knowledge of health & safety responsibilities and commitment to attending relevant health & safety training.

#### **Level 9 (in addition to the above)**

- Demonstrated success in closing gifts of \$250K and achieving high fundraising targets in a competitive environment.
- Extensive experience in development and donor relations within the university sector.
- Proven ability to effectively manage complex projects, which involve several interest groups to achieve strategic goals.
- Demonstrated success coaching and mentoring junior Development colleagues.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

#### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.