Rewarding careers at Melbourne

Candidate Information Pack

Associate Director, Philanthropic Strategy (MDHS), Advancement

THE UNIVERSITY OF MELBOURNE

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi-wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses) and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Message from Vice President of Advancement, Communications and Marketing

Welcome to Advancement! I hope that once you have read through this pack that you will want to join what I think is one of the friendliest, most supportive teams I have had the privilege of working with. I love working here.

I get to work with a group of passionate, creative and dynamic individuals who are committed to supporting each other and the communities we serve. People are at the heart of everything we do, whether they are the students supported through scholarships, academics whose world-changing research we help to fund or the exceptional colleagues we get to work with every day.

We have big ambitions as we look ahead to our next campaign. We know that we can exceed the extraordinary success of the *Believe* Campaign and are looking for people like you to help deliver on that ambition and impact.

We want to represent the student body we support, the donor and alumni constituency we engage with, and the incredible city of Melbourne so we are committed to building a diverse team.

If you are attracted by the scale of our ambition, the excellence of our campaign and the opportunity to play a big part in making our plans a reality, we'd love to hear from you.

Nick Blinco
Vice-President
(Advancement, Communications and Marketing)

"Advancement at the University of Melbourne values our people. We provide opportunities to build your career with us whilst giving you balance and flexibility to enjoy the things that nourish you personally. You'll find a welcoming, supportive team here and a place where you can bring your best true self to work."

Letter from hiring manager

Allison Howell Quinton

Dear Applicant,

Thank you for your interest in the position of Associate Director, Philanthropic Strategy (MDHS).

We believe this is one of the most exciting Associate Director roles in Australia and we hope you will feel compelled to apply after reading the candidate information!

We're Advancement at Melbourne, and we believe that passionate people make an impact and inspire others to make a difference for the greater good. What we are doing at the University of Melbourne in the Faculty of Medicine, Dentistry, and Health Sciences (MDHS) space is innovative, cutting-edge and transformative. We welcome your fresh insights to expand on this great work.

We are looking for an Associate Director who will convene colleagues and leadership to identify and assess the Faculty's top philanthropic solicitations, creating novel content to cultivate and solicit the Faculty's top philanthropic prospects. The incumbent must be able to quickly grasp complex issues, apply critical analysis and develop implementation plans for fundraising. Independence and mature judgement are required, together with the ability to collaborate and frequently balance competing priorities with high levels of integrity. They are expected to provide guidance and expertise within MDHS Advancement and foster close collaboration with university-wide advancement colleagues, academic and professional staff. Their priority will be in partnering with Faculty to identify, scope and shape opportunities for seven, eight and nine figure solicitations to benefit MDHS, often with other precinct partners.

Our team reports that our office is a dynamic and friendly place to work. We always look to innovate, collaborate and think creatively about the mission of the University. We aim to work at the cutting edge of philanthropy for research and education, and are seeking entrepreneurial and diverse mindsets to help us achieve this.

> *It is an exciting time to join us as we look beyond our successful $1bn Believe Campaign that closed ahead of target at the end of 2021. The University of Melbourne is investing in our team with increased resources to enable us to deliver even more impact to the communities we serve locally, nationally and globally. This is an exciting time to join our team!*

We understand that marginalised communities often self-opt out of opportunities – we really want to hear from you. Please advise us if you have access needs at any stage of the recruitment process when making an application. Or do you need to work more flexibly than the traditional 9 am to 5 pm, Monday to Friday? We are open to discussing more flexible ways of working, such as job sharing. Please let us know if this is something you'd like to explore as we are open to considering your needs.

Regards,

Allison Howell Quinton
Senior Director of Advancement (MDHS)

We're looking for the right people, not the right CV.

If you're values-driven and looking to pivot into something meaningful, we're interested in you. At the University of Melbourne, we believe that interesting people with different backgrounds make us stronger. So if you believe in the impact of education and research, we want to hear from you. Be a part of Advancement at Melbourne and shape our world's future.

Philanthropy and Engagement

A career in Advancement at the University of Melbourne means supporting research and education that changes lives. If you are looking to pivot into something meaningful and mission-driven, we're interested in you.

We are a team of 120 who raise major philanthropic gifts from alumni and non-alumni sources, and encourage lifelong relationships between the University, its alumni and its supporters. We ensure that our global community of more than 500,000 alumni is informed about developments within the University and equipped to be effective ambassadors, volunteers and advocates.

Great things happen at the University of Melbourne because of the work we do. It could be finding a new treatment for cancer, building innovative solutions to the climate crisis or creating scholarships for widening participation. Everyone in our Advancement office plays an important role in making this happen. We are a friendly, professional, collaborative and supportive team – mission-driven and committed to delivering the University's goals. And while we are the number one university in Australia and a global leader, we are equally renowned as a welcoming place – somewhere you will want to stay and grow.

Our office is a stimulating and supportive place to work. Driven by the desire to make a difference, we encourage our teams to be ambitious and bold, to stretch themselves and not be afraid to try something new. So much of what we do is about building and nurturing relationships – whether that be with each other, with colleagues across the University or with our alumni and donors – which is why integrity is at the heart of how we work.

We enjoy each other's company and find opportunities to have fun, during and after work hours, through activities such as our Advancement Book Club, First Thursday drinks, Daily Quiz rounds and a weekly morning tea get-together.

Philanthropy at the University of Melbourne

From its foundation in 1853, the University of Melbourne has benefited from generous philanthropic support from alumni, staff, parents and friends. Philanthropy and alumni engagement are built into the fabric of the University - philanthropy changes lives here.

The University is committed to philanthropy, recognising that it brings major benefits to future generations - not only scholars, students and alumni, but of nations and communities everywhere.

These benefits range from the expansion of cutting-edge research to giving students access to the very best in teaching and learning, to supporting and strengthening the arts. Increasingly, the impact goes well beyond the University into Australian and global communities.

We have recently completed, Believe, the most successful higher education fundraising campaign in Australian history. The campaign raised more than $1 billion from nearly 30,000 donors, engaging over 100,000 alumni. Read more about Believe here: **Giving power to possibility - Alumni, University of Melbourne.**

The campaign having concluded, we are already looking ahead.

Philanthropy remains at the heart of our most ambitious objectives, and of the University's 2030 Advancing Melbourne strategic plan. The engagement of our alumni and friends will be critical to the thriving life of the University.

The position

We are recruiting for the role of Associate Director, Philanthropic Strategy (MDHS) to join our successful and rapidly expanding Advancement team.

Working closely with the Dean, Deputy Dean, Senior Academics and Senior Advancement colleagues, the Associate Director, Philanthropic Strategy in the Faculty of Medicine, Dentistry, and Health Sciences (MDHS) has specific responsibility for identifying and evaluating Faculty Strategic Initiatives where philanthropy can play a critical enabling role.

The MDHS Advancement team provides philanthropic fundraising and alumni and stakeholder engagement support to over 6,000 researchers, within six schools, and in partnership with numerous hospital partners and Medical Research Institutes within the Parkville Biomedical Precinct. As part of the University of Melbourne Advancement (UOMA) team, the MDHS cluster is a team of over 20 staff, who work collectively as required and have individual responsibilities for delivery.

MDHS has ambitious plans, with significant expertise and programs that address societal needs, guided by a values-based strategy, Advancing Health 2030. This new senior position has been created to respond to Advancing Health with clear fundraising priorities that will provide the foundation for fundraising colleagues to engage donors in our most important work.

Reporting to the Senior Director, Advancement MDHS, the Associate Director, Philanthropic Strategy will convene colleagues and leadership to identify and assess the Faculty's top philanthropic solicitations, creating novel content to cultivate and solicit the Faculty's top philanthropic prospects. The incumbent must be able to quickly grasp complex issues, apply critical analysis and develop implementation plans for fundraising. Independence and mature judgement are required, together with the ability to collaborate and frequently balance competing priorities with high levels of integrity. They are expected to provide guidance and expertise within MDHS Advancement and foster close collaboration with university-wide advancement colleagues, academic and professional staff. Their priority will be in partnering with Faculty to identify, scope and shape opportunities for seven, eight and nine figure solicitations to benefit MDHS, often with other precinct partners.

Exceptional relationship development and interpersonal skills, the ability to listen and translate complex concepts into lay language, excellent writing and analytical skills, the ability to project manage, prioritise and influence colleagues and stakeholders are critical to the effectiveness of this role. It involves a high degree of stakeholder management and excellent understanding of how and why a strategic approach supports philanthropic activities.

Job description:
Key duties and responsibilities

Role

Associate Director, Philanthropic Strategy (MDHS)

Location

Parkville Campus, Melbourne, Australia

Salary

Professional salary classification UOM 10 $143,913.00 per annum (pro rata for part-time)
Plus employer superannuation contribution of 17%

Hours of work

For staff under the Enterprise Agreement the standard working week is 36.25 hours which equates to 7.25 hours per day. The standard hours of work for a full-time staff member are 8:45 am to 5:00 pm with an hour for lunch but this pattern can be varied with agreement from the Senior Director. We support flexible work arrangements, and these can be discussed with your Senior Director.

Length of employment:

Continuing

Reports to

Senior Director of Advancement (MDHS)

Direct budget accountability

N/A

Direct reports

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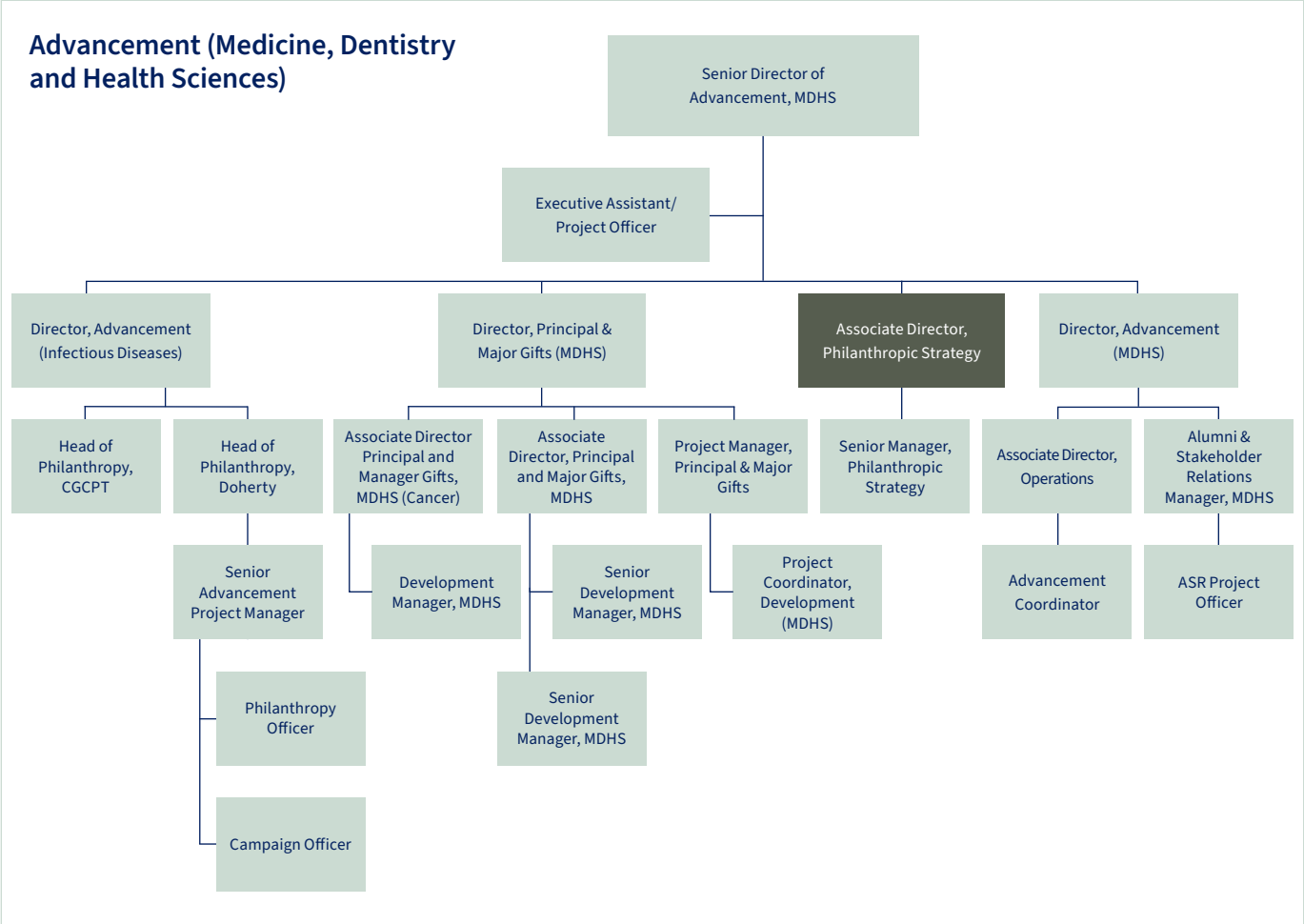
Core Accountabilities:

We are looking for someone who can:

- Work in partnership with Advancement and Faculty academic colleagues to identify, develop, translate, and shape Faculty Philanthropic Strategy and Priorities, translating complex ideas into concise and compelling content.
- Develop and implement processes to identify, create an inventory and assess MDHS philanthropic priorities and research strengths; establish and maintain a broad understanding the talent and capability within the MDHS research community to provide fundraisers with content they need to speak about MDHS's fundraising priorities and research strengths.
- Support the establishment of governance of philanthropic priorities within MDHS and oversee project management; support the Dean and Faculty Executive in their leadership of and engagement with Philanthropic Strategy, including developing workshops, papers and presentations.
- Draft and refine philanthropic content (case statements, white papers, discussion papers, funding opportunities, financial models, presentations, proposals) describing MDHS' philanthropic priorities and strengths, focused at the $1M+ level.
- Develop and maintain a broad understanding of donor interests across principal & major gift portfolios within MDHS.
- Demonstrate exceptional writing skills, comfort developing persuasive content from scratch, and initiative to understand highly advanced scientific research, and then translate that significance into writing for sophisticated donor audiences.
- Develop multi-year financials and budgets, including long-term gifts and spending projections for illustration.
- Support the expansion of the philanthropic research grant pipeline by working in close partnership with RIC, Research and Major Projects to proactively engage in and support the growth of philanthropic research grants.
- Collaborate with colleagues in the Principal Gifts and Strategic Initiatives teams to support multidisciplinary transformational gift opportunities.
- Collaborate closely with MDHS Communications and Marketing to develop and implement communications strategies for internal and external audiences related to Philanthropic Strategy.
- Partner with principal and major gift front-line fundraisers to develop strategies and implement innovative ways to engage prospects and donors in our work.



Selection Criteria:

Education/Qualifications

- An undergraduate qualification in a relevant discipline (with relevant experience) or an equivalent combination of relevant extensive experience and education/training.

Skills and Experience

- Proven ability to operate at a creative and conceptual level, using initiative to identify opportunities, linkages and overcome challenges.
- Expert organisational, analytical, and critical thinking skills, including the ability to absorb, interpret and articulate data and information from multiple sources to identify and prioritise actions.
- Excellent program/project management skills, including the ability to set and meet deadlines, work efficiently on multiple projects, and adapt to changing circumstances, while delivering on project goals and objectives within budget and time constraints.
- Proven record of writing proposals and/or business cases, budgets, reports, proposals and project plan for significant projects, gifts (100,000+) directed to individuals, foundations, or corporations.
- Demonstrated ability to provide succinct, effective advice at a senior level, successfully negotiating with internal and external stakeholders on complex matters and a high level of self-motivation and ability to recommend, develop and implement innovative solutions.
- Excellent relationship management skills with the ability to influence, negotiate and communicate across a large complex organisation and the ability to manage relationships at a senior level.
- A demonstrated ability to provide high level, effective leadership, and direction to staff outside direct line management and at times, take direction.
- Professional skills and knowledge of Advancement in higher education, ideally in Australia and an understanding of major international and national trends in Advancement.
- Strong sense of ethical conduct that will inspire confidence with colleagues, while maintaining confidentiality in all matters as they relate to sensitive donor relations issues.

Other Job-Related Information

- Preparedness to work outside normal office hours as required.
- Willingness to undertake interstate and international travel on occasion.

Working in Advancement

Get to know us better in your own time

Our vision – partnering for impact

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

Our mission

We do this in deep and genuine partnership with our generous alum, 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
- Alum, friends and current students to develop mutual and lifelong benefit by sharing skills, expertise and networks

Our 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

Our values

Our work will always be guided 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

We encourage the following behaviours

- 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

"The University of Melbourne's Advancement team welcomes diversity in thinking, ideas and practices in everything we do. Here you will find a culture of warmth and belonging. We support each other to be the best we can be and want every employee to feel valued, respected and heard."

Our benefits are above and beyond

The University offers staff more than just a job – it offers an opportunity to be part of a dynamic world-class organisation that provides its staff with exceptional benefits and support at every stage of their life and career.

Annual leave

Staff receive four weeks of paid annual leave for every 12 months, and two weeks of paid sick leave per year. This can accrue if unused. We also offer generous parental, carers, compassionate and long-service leave entitlements.

Superannuation - you're right, it is 17% p.a.

UniSuper is the super fund of choice for most staff in higher education. Staff are invited to join UniSuper. We pay 17% per annum (the standard general super guarantee in Australia is 11.0% [rising to 11.5% as of July 2024]).

Retirement age - there isn't one!

There is no formal retirement age for staff working at the University.

Salary packaging - we can help you reduce your taxable income

Staff benefits include salary packaging. Salary packaging means using pre-tax dollars to pay for goods and services, thereby reducing your taxable income at the end of the year. You can salary sacrifice everything from childcare, your gym membership and additional superannuation to subscriptions to the Melbourne Theatre Company.

Work flexibility - work from home and join us in the office for 60% of the time

We offer a family friendly environment for individuals who require increased flexibility, providing generous leave and working conditions. And we have been recognised as an employer of choice for women. You will have the opportunity to work from home for up to 40% of your working week. We ask that you join us in office for the remaining 60% of the working week. The hybrid working arrangements for staff are currently renegotiated on an annual basis with line managers.

Our commitment to your professional development

Advancement has its own professional development program called ADVANtage. This trains and supports staff at all levels. There are also a number of communities of practice that bring staff together from around the University and allied shared services.

If you are new to working in higher education or the Advancement space you will be guided and supported throughout your induction process.

Other benefits

The University is a thriving community. There are many events and activities available to staff during the workday and after hours including free lectures, concerts and performances during.

We have several car parks available for staff at reduced rates. You can elect to salary sacrifice or pay on a casual basis per day. If you ride, we have plenty of places for you to lock your bike safely under cover and showers are available in the Advancement office.

Parental and maternity leave

Having a child? (Including adoption and surrogacy)

We have some of the most generous entitlements in the country for new parents. Even if you've been with the University for less than 12 months, you'll get 52 weeks unpaid leave. Once you've been with us for longer than 12 months, you'll get 52 weeks of unpaid leave, 14 weeks of paid leave and a return-to-work bonus. We also have concurrent leave for partners.

Keeping fit

Staff are encouraged to utilise the facilities on campus. You can participate in a wide variety of fitness programs and activities offered through Melbourne University Sport. There are staff memberships discounts to the fabulous gym, fitness classes and indoor swimming pool.

"Advancement at the University of Melbourne believes in work-life balance. That's why we offer flexible working, generous superannuation and leave for holidays, parental responsibilities and caring duties. Because you can't do a good job if your job is all you do."

Working at the University of Melbourne

The University

The University of Melbourne is a friendly, diverse community of students, academics and staff. We are world-renowned for the excellence of our research and for the warmth of our community. Established in 1853, we are a global leader in higher education and bring together the world's best minds to solve globally significant problems.

Our vision is to equip our students with a distinctive, future-facing education personalised around their ambitions and needs, enriched by global perspectives and embedded in a richly collaborative research culture.

The University of Melbourne aspires to be a place where all people are valued and respected, have equal access to opportunities and are encouraged to fulfil their talents and potential. Our vision is for a thriving, fair and diverse University community, working together respectfully to make a difference to each other and in the world.

The City of Melbourne is home to residents from 180 countries who speak more than 233 languages and dialects and follow 116 religious faiths. The Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung people of the Kulin Nation are the Traditional Owners of the land now known by its European name of Melbourne.

Parkville campus

The Parkville campus provides easy access to cafes, shops and services; libraries with extensive collections; and cultural and sporting facilities. Nearby Lygon Street is home to a huge variety of cafes and shops while the northern end of the University is adjacent to the popular Princes Park, hosting a range of outdoor activities.

Equal opportunity, diversity and inclusion

The University of Melbourne 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. This commitment is set out in the University's Diversity and Inclusion Strategy 2030 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 differences in our 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. This will help 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 the University's Advancing Melbourne strategy.

How to Apply

Please submit your application with your resume and cover letter telling us why you are suitable for the role through the University's website: **about.unimelb.edu.au/careers**.

If you would like to learn more about the role, please contact Allison Howell Quinton, Senior Director of Advancement (MDHS) via **tammy.tatnell@unimelb.edu.au**.

Advancement at the University of Melbourne is a place you can grow. And your development is our priority. So, if you're looking for an organisation that cares about your growth and development, invests in training, and helps you learn and progress, join us!

Thank you for your consideration

THE UNIVERSITY OF
MELBOURNE

UniMelb On-Demand

Get to know us better
in your own time

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CRICOS Provider Code: 00116K