



# SENIOR DEVELOPMENT MANAGER - PHARMACY

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| DEPARTMENT/UNIT  | External Relations Development and Alumni / Development |
| FACULTY/DIVISION | Office of the Vice-Chancellor and President             |
| CLASSIFICATION   | HEW Level 9   |
| WORK LOCATION    | Parkville campus and 211 Wellington Road, Mulgrave      |

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **External Relations, Development and Alumni (ERDA)** group works collaboratively across the University to initiate, grow and steward strong person to person relationships with key stakeholders that support Monash University's research and education endeavours. This work delivers outcomes that significantly enhance the University's profile and resources.

To fulfil our mission, ERDA oversees a range of activities including alumni relations, communications, fundraising, external engagement, donor programs, government relations and community engagement activities for the University, nationally and internationally. To learn more about us and the work we do, please visit our Monash University alumni [website](#).

The **Faculty of Pharmacy and Pharmaceutical Sciences** is dynamic, innovative and ambitious, engaging in world class research and being a leading education provider for over 130 years. We have two key research initiatives: the Monash Institute of Pharmaceutical Sciences and the Centre for Medicine Use and Safety, in which we engage some of the best equipped and most experienced pharmaceutical scientists in Australia. From a teaching perspective, our education curriculum comprised of undergraduate, postgraduate and higher degrees by research programs is purpose designed for the study of pharmacy and pharmaceutical medicine and taught by discipline experts. Our premises are located in 'the Parkville Strip', Australia's premier health and biomedical precinct, and offer world class teaching facilities and research laboratories to our students and staff. To learn more about the Faculty, please visit our website: [www.monash.edu/pharm/](http://www.monash.edu/pharm/).

Philanthropy at Monash is growing at an unprecedented rate – and to capitalise on this growth and the opportunity it represents to bring high-impact investment into the University, we are thrilled to invite applications for a wide range of professional functions to sit in the Development team.

We are seeking experienced candidates to fill frontline fundraising positions: expert communicators, relationship-builders and project managers capable of enabling generous people and organisations to achieve their philanthropic objectives through Monash. But a robust and productive culture of philanthropy relies on the

expertise of a range of specialists – and we are now also seeking the talents of leaders and contributors whose work enables outstanding fundraising.

## POSITION PURPOSE

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The Senior Development Manager is responsible for securing major and principal gifts, with a focus on gifts of \$100k+ and \$1m+, through the development and implementation of comprehensive engagement plans for ERDA, ensuring that they are aligned with portfolio and university objectives.

The Senior Development Manager will have specific responsibility for cultivating productive relationships with current and prospective donors; however, they will also provide oversight and line management to one Alumni and Foundation Officer, who will be delivering fundraising and alumni programs to the Faculty.

The position provides guidance and influence to ERDA and authoritative advice to the Division's senior management team regarding philanthropic strategic direction in alignment with the University's Vision Statement.

The Senior Development Manager will play a major role in developing relationships with internal stakeholders including the Deans of Pharmacy and Pharmaceutical Sciences, Theme Leaders, senior leaders within the Faculty, key academics and alumni, as well as communications, marketing and engagement colleagues within ERDA and across the University.

You will join a team of around 40 dedicated and highly-regarded development professionals, who form part of a wider division of almost 70.

Our professional environment is ambitious, collegial, supportive and dynamic – qualities that are regularly reflected in outstanding results in staff engagement surveys and through the regular feedback forums conducted by our division.

Above all, you will help to drive the delivery and evolution of one of the largest, most ambitious and exciting campaigns in Higher Education fundraising: Change it. For good. Our campaign places philanthropy at the forefront of our institution's engagement with its constituencies, and creates an incredible platform from which to achieve fundraising success.

**Reporting Line:** This position reports to Senior Director, Development, External Relations, Development and Alumni and also has a dotted reporting line to the General Manager, Faculty of Pharmacy and Pharmaceutical Sciences under broad direction with a considerable degree of autonomy

**Supervisory Responsibilities:** This position provides direct supervision to one staff member

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Develop and implement a comprehensive fundraising strategy for capital projects, student scholarship support and for impacts from global research to meet faculty and university objectives, to secure significant philanthropic commitments from a portfolio of 60-100 prospects and donors, with a focus on gifts of \$100k+ and \$1m+
2. Build and sustain high-level relationships with an extensive network of internal colleagues, clients, stakeholders and external service providers to support fundraising efforts for the University
3. Provide strategic advice and specialist expertise on all aspects of fund raising and donor solicitation techniques to senior staff, including key members of the senior management team, the Monash University Foundation and the Victorian College of Pharmacy Foundation, in order to develop long-term relationships with donors, prospective donors and other stakeholders
4. Develop and/or oversee individual business plans for faculties and key fundraising projects that support business decision-making, including providing expert, strategic advice to inform financial capability, operating performance and business growth, and identifying and responding strategically to issues, fundraising trends and opportunities

5. Undertake research, devise solutions and provide high-level, practical and impartial advice to senior management on complex, multi-faceted development fundraising/prospect donor engagement issues
6. Develop and manage specific strategic and operational planning processes in order to support philanthropic relations for ERDA and identify opportunities to make improvements, particularly in the level of major gifts
7. Represent and advocate for the University and its needs to potential benefactors related to fundraising including active updating of records in the ERDA database to maximise accuracy of data and enable professional and coordinated relationship management
8. Prepare specialised reports, correspondence, recommendations and advice for senior management on highly-complex issues with a university-wide impact
9. Maintain and enhance the reputation of ERDA as a strategic partner to the Faculty in relation to alumni engagement and the solicitation of donations to the University and develop improvement initiatives across the University

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - Postgraduate qualifications and extensive, relevant experience; or
  - extensive management experience and proven management expertise; or
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Demonstrated strategic capability in leading, managing and delivering a broad range of alumni and fundraising functions in line with strategic objectives with a demonstrated success in major gifts
3. Proven track record of success in planning, development and execution of relationship management and fundraising strategies in a large and complex organisation, and in meeting established fundraising targets and implementing entrepreneurial and creative campaigns
4. Exceptional oral and written communication and interpersonal skills with the capacity to engage effectively with a wide range of interested parties, individuals and other key stakeholders
5. Sound knowledge of up-to-date practices and techniques in communication, marketing, both domestic and international, as well as branding and the positioning of an organisation to best perform in a competitive marketplace
6. Ability to generate innovative strategies to develop and manage relationships across the full spectrum of current stakeholders, alumni, potential new donors and other interested parties, with the capacity to inspire and engage with an ability to successfully gain commitment
7. Demonstrated high level strategic analysis, research, planning and advisory skills, and proven experience in policy, guidelines and procedures development
8. Expert networking skills including across diverse cultures, with a well-developed network in relevant area
9. Proven experience in leading, motivating and developing a team of professionals to achieve strategic objectives

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **LEGAL COMPLIANCE**

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.