

DEVELOPMENT MANAGER

DEPARTMENT/UNIT	Climateworks Centre / Monash Sustainable Development Institute
FACULTY/DIVISION	Deputy Vice-Chancellor (Research) and Senior Vice-President
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Melbourne CBD

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation

within Monash and with global research partners. Further information about the University's organizational and governance and structure is available at www.monash.edu/about/structure

Monash Sustainable Development Institute (MSDI) is committed to Sustainable Development research, translation and education. MSDI also engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally. Our expanding education focus includes postgraduate courses and PhD supervision alongside capacity development and student leadership activities. To learn more about MSDI please visit our website.

Climateworks Centre bridges research and action, for system-level transitions to reach net zero emissions across Australia, Southeast Asia and the Pacific. We act as trusted advisers, influencing powerful decision-makers to reduce emissions at scale. Climateworks convenes and facilitates relationships with an international network of organisations that support effective policies, financing and action for emissions reductions. Climateworks supports decision makers with tailored information and tools, working with key stakeholders to remove obstacles and help facilitate conditions that support the transition to a prosperous, net zero emissions future. Co-founded by The Myer Foundation and Monash University in 2009, Climateworks is a non-profit working within the Monash Sustainable Development Institute. To learn more about this work, visit www.climateworkscentre.org

POSITION PURPOSE

The **Development Manager** is responsible for developing and implementing comprehensive mid-level - major donor engagement plans for Climateworks Centre across Australia, whilst ensuring that they are aligned with University objectives. The Development Manager has specific responsibility for delivering strategic fundraising programs for attaining income for Climateworks Centre. The role reports directly to the Philanthropy Lead at Climateworks Centre and maintains a close relationship with Monash University's Advancement Team.

Working collaboratively across Climateworks, the Development Manager identifies and develops meaningful relationships with donors and cultivates and solicits gifts to support funding priorities across our system change work.

Reporting Line: This position reports directly to the Philanthropy Lead under broad direction working with a degree of autonomy.

Supervisory Responsibilities: This position provides direct supervision to 1 staff member

Financial delegation: Not applicable

Budgetary responsibilities: Not applicable

KEY RESPONSIBILITIES

1. In collaboration with the Philanthropy lead, contribute to the development of the Climateworks fundraising strategy taking the management of strategic philanthropic development.
2. Develop an implementation plan for achieving multi-year fundraising that includes a targeted range of major donor cultivation strategies, programs and activities to increase the funds raised for Climateworks from the philanthropic sector with a focus on Australia, ensuring alignment to the mission and income goals of Climateworks.
3. Build and maintain productive relationships with staff within internal staff, including the Development Manager for International and Monash Advancement, and participate in the greater Monash community, providing professional representation of Climateworks at internal and external events.

4. Oversee and guide innovative strategies to effectively stewardship existing donors and cultivate prospective major donors, including promoting and communicating complex projects to potential donors across Australia.
5. Embrace a collaborative and internally transparent approach to fundraising, prepare and present comprehensive reports, research and submissions to enable high impact proposals and briefs, including developing, and editing donor proposals as required and facilitating legal grant agreements, progress reports and acquittals.
6. Effectively monitor and evaluate stakeholder engagement, their satisfaction levels and the effectiveness of specific approaches, developing strategies and interventions designed to build continuing commitment and address any potential issues, trends and opportunities.
7. Keep abreast of developments in the field of philanthropy, and key achievements within Climateworks; evaluate their potential application to the University's broader engagement and donor and major gift needs, providing recommendations and expertise to Climateworks leadership in setting directions and identifying opportunities.
8. Active updating of records in the Climateworks database to maximise accuracy of data and enable professional and coordinated relationship management.
9. Ability to demonstrate Climateworks' values and behaviours and cultivate these to contribute to a positive culture across the organisation, with a focus on climate change and environmental impact.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Post-graduate qualifications in a relevant discipline and extensive relevant experience, or
 - extensive business experience and proven management expertise, or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. High level demonstrated ability to think both strategically and tactically about the relationship between potential major philanthropic donors and fundraising goals.
3. Demonstrated experience in identifying and initiating relationships with major donors, and in translating those relationships into major gifts.
4. Understand, communicate with, and interact effectively with people across various cultures; maintain an appropriate awareness of international politics, cultural and religious traditions and interact appropriately with high net worth individuals and corporate leaders.
5. Demonstrated experience and skills in leading, managing and delivering a broad range of fundraising functions in line with strategic objectives.
6. Demonstrated experience in developing and implementing a fundraising strategy with a focus on income and major gifts and in setting, achieving and reporting on fundraising targets.
7. Exceptional written communication skills with extensive experience in developing business cases, proposals and presentations for major gifts.
8. Excellent interpersonal skills with proven ability to liaise, consult and negotiate with donors, stakeholders and colleagues at all levels.
9. Well-developed planning and organisational skills with the ability to prioritise workload and meet deadlines.

10. Proven working style which is flexible, positive and collaborative and high level ability to work under pressure in a fast moving team environment.
11. Proven self-starter with acknowledged standing within the charitable sector, and knowledgeable about the rules, laws and policies which apply to philanthropic ventures both nationally and internationally in the higher education sector.

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- Travel to Singapore and the Region 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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.