



DEVELOPMENT ASSOCIATE - STEM

DEPARTMENT/UNIT	Development / External Relations, Development & Alumni
FACULTY/DIVISION	Office of the Vice-Chancellor and President
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

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.

External Relations, Development and Alumni division (ERDA) 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 programs. Sitting within the Office of the President and Vice Chancellor, our work delivers outcomes that significantly enhance the University's profile, reputation, resources and impact.

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

The Development team within the ERDA division is generating and sustaining unprecedented levels of philanthropic support for University initiatives.

The STEM Development Portfolio spans the Faculties of Science, Information Technology, Engineering and the Monash Sustainable Development Institute, which collectively host some of Victoria and Australia's most outstanding research and education projects and initiatives. Further information on each Faculty, including rankings, areas of research excellence, locations and key personnel, is available on [Faculty & Institute webpages](#)

POSITION PURPOSE

The **Development Associate** plays a crucial role in supporting fundraising goals across the STEM portfolio, as part of Monash University's ground breaking *Change it. For Good* philanthropic campaign, enabling transformational educational opportunities and research of impact.

Under broad supervision, the Development Associate develops and implements comprehensive donor engagement plans whilst ensuring alignment with Faculty and University objectives. The role is responsible for building and managing relationships with a portfolio of current and prospective donors capable of making up to six figure gifts.

Working collaboratively with Development colleagues, wider ERDA staff, Faculty leadership and other University representatives, the Development Associate builds meaningful relationships with donors, cultivates, and solicits donor contributions for the Faculty alongside University wide priorities.

The role is part of the External Relations, Development and Alumni (ERDA) team, but will also spend a significant amount of time working with the Faculties.

The Development Associate will have outstanding interpersonal skills and an ability to collaborate effectively with colleagues across relevant faculties; they need to engage and work with senior level staff, donors, and volunteers, and forge effective relationship with academic leaders and faculty. The Development Associate will also communicate and collaborate well with other colleagues in the University's Development team. The right applicant will have a proven track record to work well in a fast paced and goal-oriented environment.

The Development Associate must demonstrate outstanding communication skills, with responsibility to research and produce a range of materials in support of portfolio fundraising goals including cases for support, briefing notes, and letters from Deans as well as contributing to donor stewardship reports and donor stories and profiles.

Reporting Line: The position reports to the Deputy Director - STEM under broad direction

Supervisory Responsibilities: Not Applicable

Financial Delegation: Not Applicable

Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Provide support to the Deputy Director, STEM to deliver on the development, implementation and promotion of donor cultivation activities to increase philanthropic funds raised for the portfolio.
2. Manage a portfolio of 40-60 leadership and major prospective donors to maximise the financial outcomes for the relevant faculties and the wider University, including individuals, trusts and foundations and corporate donors.
3. Contribute to the development of innovative strategies to effectively steward existing donors and cultivate prospective donors including promoting and communicating academically complex projects to potential, non-specialist donors.
4. Prepare and present high-quality documentation including comprehensive reports, project briefs, presentations, strategies and submissions for a variety of internal and external audiences. Develop, write, support and edit donor proposals as required.
5. Apply best practice to database management by recording donor/prospective donor interactions and updating information on the ERDA database to maximise accuracy of data and enable professional and coordinated relationship management.
6. Build and maintain productive relationships with staff within ERDA, the Faculties of Engineering, Information Technology and Science as well as those working in other faculties and divisions, and participate in the greater Monash community, providing professional representation of ERDA, relevant Faculties and wider University at internal and external events.
7. Embrace a collaborative and internally transparent approach to fundraising, working closely with ERDA and relevant Faculty staff in the development of proposals and other gift documentation and ensure compliance with relevant University Policies and Procedures.
8. Work with colleagues to identify potential major donors, this includes with central and Faculty alumni engagement through alumni activities or events; and with academics and researchers through their networks
9. Maintain and enhance the reputation of ERDA as a strategic partner to the Faculties in relation to donor engagement and the solicitation of philanthropic funds to the University.

10. Keep abreast of developments in the field of philanthropy, and key achievements within the Faculties and across the University; evaluate their potential application to the University's engagement and donor and major gift needs, providing recommendations and expertise to ERDA and Faculty leadership in setting directions and identifying opportunities
11. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field with extensive relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience and skills in managing and delivering a broad range of fundraising functions in line with strategic objectives
3. Ability to memorise and comprehend unfamiliar technical subject matter
4. Ability to effectively prepare and present complex information to a non-specialist audience
5. Exceptional written communication skills with extensive experience in developing highly engaging business cases, proposals and presentations.
6. Highly developed relationship management and interpersonal skills, including the ability to liaise, consult and negotiate with donors, colleagues and stakeholders at all levels
7. Well-developed planning and organisational skills with the ability to prioritise workload and meet deadlines
8. Proven working style which is flexible, positive and collaborative
9. High level understanding of the relations between potential funders and fundraising goals in the context of higher education

OTHER JOB RELATED INFORMATION

- 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

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.