



## POSITION DESCRIPTION

The Peter Doherty Institute for Infection and Immunity  
Faculty of Medicine, Dentistry and Health Science

### Head of Philanthropy, Doherty Institute (MDHS)

POSITION NO	0056265
CLASSIFICATION	UOM 10
SALARY	\$138,378
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term for 18 months
OTHER BENEFITS	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Recruitment for this role is supported by SHK Recruitment. To apply, please email your cover letter and resume to Kylie Kilmartin at <a href="mailto:kylie.kilmartin@shk.com.au">kylie.kilmartin@shk.com.au</a>  <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Head of Philanthropy, Doherty Institute (MDHS) will be responsible for securing significant philanthropic gifts from individuals, charitable trusts, foundations and corporations for the Peter Doherty Institute for Infection and Immunity (Doherty Institute).

Working both independently and collaboratively with a complex environment across the Doherty Institute and its joint venture partners, this role is expected to execute high impact philanthropic outcomes, managing relationships with current and prospective donors. The Head of Philanthropy will secure complex multi-year gifts in order to meet annual income targets as well as multi-year campaign targets for the Doherty's philanthropic priorities.

Head of Philanthropy, Doherty Institute (MDHS) is an experienced fundraiser with capital campaign management expertise, regularly securing principal and major gifts over \$250,000. The incumbent will work with a personal portfolio of 60-90 current and prospective donors. The incumbent will also support donor stewardship of an existing large scale multi-million philanthropic gift.

The Head of Philanthropy, Doherty Institute (MDHS) will work closely with a broad range of internal and external stakeholders in brokering donor interests with Institutional priorities, including the Doherty Institute Director, Chief Operating Officer, university executives, Advancement colleagues, business development and engagement colleagues, and industry partners. The position will be located in the Doherty Institute, reporting into the Director of Advancement (MDHS) and supported by the UoM Advancement (UOMA) team including the Donor Relations Manager (Doherty Institute) and the Doherty Philanthropy Officer.

### ***1. Key Responsibilities***

- ▶ Manage a portfolio of up to 60-90 major prospective donors to maximise the financial income for the Doherty Institute's philanthropic priorities
- ▶ Play a lead role in the development, implementation and management of Institute fundraising priorities, strategies and programs to generate income for the Doherty Institute, focusing on opportunities for gifts above \$250,000
- ▶ In partnership with Chief Operating Officer and Director of Advancement, MDHS UoM Advancement Team, support the development, implementation and monitoring of the Doherty Institute's fundraising operational plans, including agreed budgets and other development operational targets for the Institute
- ▶ Prepare philanthropic propositions, proposals, cases for support, donor reports, communication materials and other correspondence to the highest standard
- ▶ Develop positive external relationships with prospective donors, to maximise the benefits to the Institute and the University.
- ▶ Work closely with UOMA Donor Relations to acknowledge, steward and report back to donors, creating opportunities for further engagement and philanthropic support
- ▶ Collaborate with other UOMA Relationship Managers on shared or complimentary philanthropic priorities and on some occasions shared prospective major donor strategies
- ▶ Perform other tasks as required and consistent with responsibilities of this role.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ A post-graduate qualification in a relevant discipline, and 5+years relevant major gifts experience, or an equivalent combination of relevant extensive experience and/or education/training.
- ▶ Extensive and demonstrated fundraising experience working at a senior level to develop and execute a successful fundraising strategy, particularly in the areas of principal and major gifts philanthropic gifts from individuals, organisations and philanthropic research grants at the \$250,000+ level.
- ▶ Demonstrable record of operating successfully in a large and complex organization.
- ▶ A track record in identifying, researching, cultivating, soliciting and stewarding donor relationships, both independently and as part of a team.
- ▶ Professional skills and knowledge of advancement in higher education, preferably as they relate to income generation, business development and finance, in Australia and ideally internationally, with an understanding of major international and national trends in advancement.
- ▶ Proven ability in budget management and planning processes with excellent conceptual and analytical skills.
- ▶ Excellent interpersonal skills, oral and written communication skills with the ability to negotiate and influence effectively and build positive relationships and communicate effectively with a wide variety of stakeholders.
- ▶ High level skills in problem-solving, influencing, negotiating, motivating and communicating across a large, complex organisation where building organisational commitment to change agendas is challenging, and the ability to build and manage relationships at a senior level.
- ▶ A sense of humour.

### **2.2 DESIRABLE**

- ▶ A strong professional network in the fundraising community
- ▶ Capital Campaign experience and/or Principal Gifts experience (\$5M+)
- ▶ Experience working with senior volunteer fundraising boards
- ▶ Knowledge of, and experience working in the fundraising in the medical research sector

## **3. Job Complexity, Skills, Knowledge**

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Head of Philanthropy operates within a broad framework defined by the aims and objectives of the University, Faculty and Doherty Institute as well as the University's compliance and statutory obligations. The Head of Philanthropy is expected to be highly autonomous and operate independently. Complex, high risk and/or significantly broad issues will be addressed in consultation with the Institute Director, Institute COO, Director

of Advancement and other appropriate key senior stakeholders. Considerable initiative, excellent negotiation skills and sound judgement are all essential attributes.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

High level management skills in planning and problem solving are required. The Head of Philanthropy will identify and analyse alternative solutions to problems that may require modification of existing systems or development of new policies. The execution of sound independent judgement is essential.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Essential attributes include business planning and management as they relate to advancement. The Head of Philanthropy is an expert in relation to advancement matters and a high level of organisational knowledge and understanding of organisational dynamics is required. The Head of Philanthropy requires high level conceptual, analytic writing and presentation skills as well as excellent interpersonal skills.

### 3.4 RESOURCE MANAGEMENT

The Head of Philanthropy possesses extensive experience and a high level of skill in planning and management of resources. Working with the Institute Director, the COO, and Director of Advancement, the appointee will have accountability and responsibility for the Institute's Development budgeting processes and the financial operations.

### 3.5 BREADTH OF THE POSITION

The Head of Philanthropy will manage competing demands within the context of the broader University, the Faculty of Medicine, Dentistry and Health, Doherty, Royal Melbourne Hospital and other stakeholders.

## 4. *Equal Opportunity, Diversity and Inclusion*

The University 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 free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses 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 the differences in our people's age, 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 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 Advancing Melbourne.

## **5. Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **6.1 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY**

[www.doherty.edu.au](http://www.doherty.edu.au)

Finding solutions to prevent, treat and cure infectious diseases and understanding the complexities of microbes and the immune system requires innovative approaches and concentrated effort. This is why The University of Melbourne – a world leader in education, teaching and research excellence – and The Royal Melbourne Hospital – an internationally renowned institution providing outstanding care, research and learning – have partnered to create the Peter Doherty Institute for Infection and Immunity (Doherty Institute); a centre of excellence where leading scientists and clinicians collaborate to improve human health globally.

### **6.1 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

## 6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

## 6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 6.4 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>