

Position Title	Development Manager
Classification	Level 8
School/Division	Development and Alumni Relations
Centre/Section	
Supervisor Title	Senior Development Manager – Trusts and Foundations
Supervisor Position Number	SR 308508
Position Number	SR 305741

Your work area

Development and Alumni Relations [DAR] oversees the University's alumni, philanthropic and community strategies. The function works collaboratively across the University to embed philanthropic and engagement activity into the University's operations. The core responsibility of the team is to lead and build on the University's alumni, donor and community relations to advance the University's goals.

Reporting structure

Reports to: Senior Development Manager – Trust and Foundations

Your role

As the appointee you will, under broad direction, be integral to establishing and fostering important philanthropic relationships and managing a portfolio of current and prospective donors to secure major and legacy gifts on behalf of the University. You will work collaboratively with other development team members to plan, implement and evaluate a variety of fundraising activities to meet the University wide priorities.

Your key responsibilities

Develop targeted fundraising projects and proposals to achieve major gift partnerships (valued between \$100,000-\$999,000) with alumni, individuals, corporates and charitable foundations

Establish and manage a major gifts pipeline of approx. 110 prospects including the identification, cultivation, solicitation and stewardship of these donors

Liaise with DAR Donor Relations and Stewardship team members to ensure appropriate recognition of donors and stewardship of significant gift commitments by communicating the impact of the donor's giving or involvement in any Giving Circles/Societies program

Adhere to best practice with all aspects of giving, including gift governance and administration to ensure the University' capacity to facilitate the donor's intent

Record intelligence on individual donors in a systematic and confidential way in REX to support integrity follow-up activities and stewardship are communicated across the DAR team

Provide specialist support to schools and other units throughout the University with a structured program of information, advice and training on bequest policy, procedures and best practice to achieve fundraising and donor acquisition targets

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Substantial experience in successfully managing fundraising programs and stewardship of major and bequest donors, with a preference for experience in the identification and cultivation of prospective donors within a large not-for-profit organisation

Excellent written and verbal communication skills, including strong negotiation skills, sensitivity and the ability to relate to a broad cross section of people both internally and externally

Excellent organisational skills and the ability to work productively both independently and with a team to meet deadlines

Highly developed interpersonal skills, with an ability to collaborate with colleagues across organisations to achieve collective success

Ability to work autonomously to progress the a philanthropic major gift pipeline of diverse prospective and existing donors

Strong understanding of the environment and law surrounding charity fundraising within Australia

Professional skills and knowledge of advancement in higher education and an understanding of major international and national trends

Proficiency in a range of computing skills including including MS Office suite and CRM databases

Special requirements (selection criteria)

Attendance at programs and functions outside normal business hours may be required.

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [Code of Ethics and Code of Conduct](#)

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing [Safety and Health Policy](#)