

Australian Catholic University Development Manager



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Background Information

Australian Catholic University (ACU) opened in 1991 following the amalgamation of four Catholic tertiary institutions. These institutions had their origins in the mid-1800s, when religious orders and institutes became involved in preparing teachers for Catholic schools and, later, nurses for Catholic hospitals. Within the Catholic intellectual tradition, and acting in Truth and Love, ACU is committed to the pursuit of knowledge, the dignity of the human person and the common good.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide (Times Higher Education Worldwide University Rankings 2022) and in the top 10 Catholic universities, ACU is also first in Australia for graduate employment. The university has seven campuses around Australia in North Sydney, Strathfield, Blacktown, Melbourne, Ballarat, Canberra, Brisbane and a campus in Rome, Italy.

ACU campuses are more than places for education – they're spaces for innovation. Modern, purpose-built facilities help ACU staff and students achieve excellence, while thoughtful, architectural design ensures our campuses remain beautiful, spacious and sustainable environments.

The Rome Campus takes ACU to the heart of the Church. Located just moments from the Vatican, the campus provides staff and students with unique international opportunities. It brings together scholars from around the world, facilitates collaboration with stakeholders in Rome, and plays a critical role in driving ACU's mission as one of the world's leading Catholic universities.

ACU has relationships with more than 200 universities and educational institutions around the world that support education abroad, staff mobility, collaborative research, articulation and shared community engagement activities.



In 2021, ACU launched a brand-new learning platform: ACU Online. Their fully online campus provides students with an opportunity to study high-quality courses that are specifically designed for online delivery. Students who study through ACU Online have extensive support and are a part of an innovative and interactive learning community.



ACU at a Glance



**2020
course
enrolments**

**Undergraduate
students**
26,013

**Postgraduate
students**
6,213

**Non-award
students**
872

**International
students**
4,312



**ACU hosts
students from
more than
100 countries**

Top countries
of origin
Nepal
Vietnam
India
China
Philippines
Sri Lanka



**Student
enrolments
by campus**

Canberra	1,260
North Sydney	5,567
Strathfield	4,705
Melbourne	10,594
Ballarat	1,167
Brisbane	6,126
Online	3,679
Total	33,098



**Staff
headcount***

Academic
1,127
Professional
1,238



**2020
operating
revenue**

*\$555
million*



At ACU, research and enterprise activities embrace the full life cycle of research, from the creation of knowledge to its translation and application towards real-world outcomes that provide social, cultural and economic benefit. Grounded in ACU's commitment to the common good, ACU seeks to create research impact through sustained collaboration and partnerships with industry, government, stakeholders, communities and colleagues in the academy.

In 2021, ACU appointed a Dean of Graduate Research to progress their strategic priority of developing the next generation of researchers. New graduate research partnerships with industry include a PhD collaboration with Chelsea Football Club (UK) and a part funded PhD stipend with Melbourne Demons Football Club. Cotutelle PhD programs have been established with international partners KU Leuven and Tor Vergata University of Rome, and the Catholic University of Lyon has joined ACU and four other Catholic universities in the Contemporary Humanism international PhD program.

ACU offers a wide range of exceptional undergraduate, postgraduate and research courses. Many of these are accredited by peak professional bodies and designed in collaboration with industry experts.

Undergraduate and postgraduate study is offered across four faculties:

- Faculty of Education and Arts
- Faculty of Health Sciences
- Faculty of Law and Business
- Faculty of Theology and Philosophy

ACU's First Peoples Directorate strives for excellence in learning and teaching, facilitates deeper community engagement and strengthens Aboriginal and Torres Strait Islander peoples' success. 1.7% of domestic students are Aboriginal and Torres Strait Islander students.

<https://www.acu.edu.au/>

<https://www.acu.edu.au/about-acu/acu-2023>

<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/vice-chancellor-and-president>

<https://www.acu.edu.au/about-acu/leadership-and-governance/governance/corporation/annual-reports>

Staff Experience

At ACU their number one asset is their people. ACU's character, enthusiasm and engagement make it a university like no other. ACU believes in showing their genuine, ongoing appreciation for the great work of their staff, and they do it by offering excellent leave and employment conditions, and by fostering a work environment where staff are safe and can grow and develop.

In 2022, ACU received an Employer of Choice for Gender Equality citation by the Workplace Gender Equality Agency for the 11th consecutive year. These achievements included:

- A majority of women are represented in leadership roles – 57% of managers at ACU are women.
- A wide range of flexible working provisions which are taken up by a large number of staff.
- Generous leave provisions for staff experiencing domestic violence.

ACU has one of the most generous paid parental leave schemes in Australia and is committed to achieving a just Australia in which Aboriginal and Torres Strait Islander peoples' rights as First Peoples are recognised, respected, celebrated and enjoyed.

<https://www.acu.edu.au/about-acu/careers-at-acu>

Advancement & Alumni at ACU

The Advancement & Alumni office is focused on developing relationships and partnerships with alumni, donors, Catholic stakeholders, and organisations aligned closely with the ACU Mission. The team provides advice to key stakeholders and deliver a program of fundraising and alumni engagement that supports the University's objectives. The team is focused on raising funds for strategic programs, developing major giving strategies, amplifying alumni and philanthropic impact stories, and enhancing external relationships for the University. Advancement & Alumni are a gateway to the graduate community, promoting mutually beneficial professional and personal enrichment opportunities to alumni, celebrating their achievements, and encouraging a culture of volunteerism.

ACU Advancement & Alumni are halfway through delivery of their first Advancement Strategy 2020 – 2024, 'Creating Transformative Partnerships'. ACU is committed to investing in the future of its Advancement program to ensure they are commensurate with other universities in Australia. They will leverage philanthropic gifts and the time and talent of their alumni to enhance the student experience, strengthen their research impact and enrich their teaching and learning.

ACU aims to achieve significant step changes to transform into a philanthropic university which inspires giving, develops lifelong alumni involvement and enhances and enriches the lives of their students, as well as their professional and academic staff through their relationships with our alumni and donors.



Key indicators of success by 2024:

Philanthropic income:

- \$6 million secured per annum for areas of strategic priority including research, student experience and teaching and learning.
- Improved productivity ratios from 67c in the dollar to 25c in the dollar.

Volunteering and Mentoring:

- 9,000 hours of volunteering and engagement per annum.
- 3,000 students engaged with alumni through mentoring and experiences that enhance job preparedness.

Donors and Partnerships:

- 500 donors per annum (from the 2019 baseline of 123).
- 3,000 partners and alumni engaged with ACU per annum.

Communications & Stewardship:

- Over 100,000 contactable alumni.
- 30 events and programs that steward donors per annum.

ACU Case for Support: 'Inspiring Futures'

The vision captured in ACU's Case for Support is for ACU to be a place where ideas and innovation can thrive to empower positive futures for our society. Priority projects for funding will fulfil interrelated criteria, including:

- creating opportunity for those in need
- fostering a spirit of innovation and entrepreneurship
- furthering our values of common good and human dignity.

Using these criteria, ACU will focus on three themes where they believe they can make the most significant impact: health, education and ethics.

Healthcare of Tomorrow

ACU has built an international reputation in health research that transforms lives and delivers real-world impact. With philanthropic support, ACU will enhance digital technology's potential in a health context, focus on nurturing health and wellbeing, including supporting mental health as well as helping people lead satisfying and fulfilling lives and help many more people to age healthily with dignity and respect.

Opening Minds Through Education

ACU believes education must have a bigger purpose inspired by justice. They believe this is the only kind of education that inspires true leadership and change. With philanthropic support ACU will galvanise the potential of Aboriginal and Torres Strait Islander children, youth and future leaders, enable inclusion and opportunity in education, equip young people to thrive in a future workplace shaped by constant change and digital disruption and shape the future of teaching by examining digital disruption in education and its influence on the entire education ecosystem.

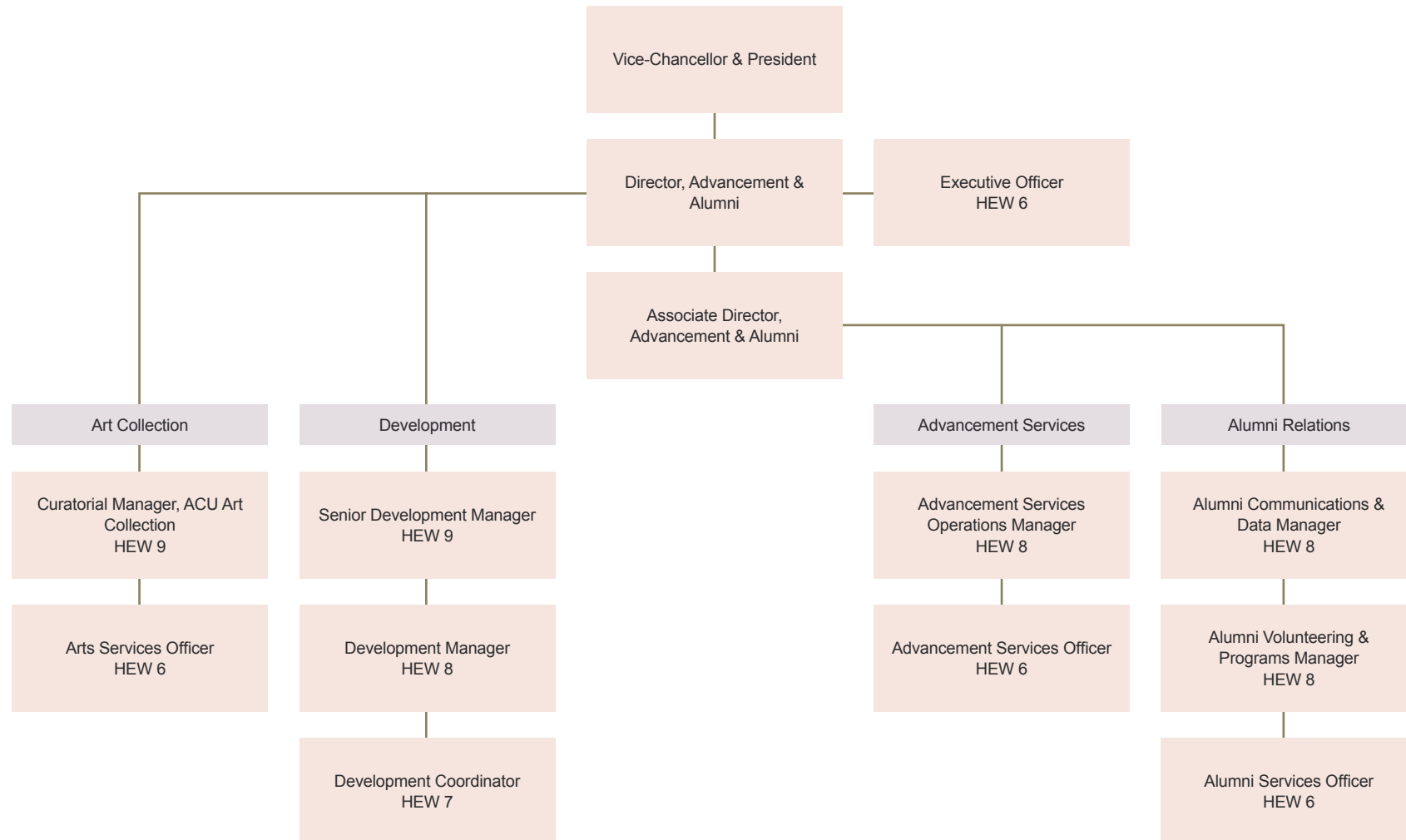
Exploring Ethical Questions for a Brighter Future

Within the Catholic intellectual framework which we uphold, ACU facilitates ethical conversation and debate in which all positions are offered on the basis of reasons and argument. With philanthropic support, ACU will examine contemporary questions around the common good and examine contemporary questions around the nature of human dignity.

<https://www.acu.edu.au/giving-to-acu>



Organisational Chart



The Role

Job Title

Development Manager

Location

Melbourne or Sydney

Reports to

Senior Development Manager,
Advancement & Alumni

Key Relationships

Senior Development Manager
Director, Advancement and Alumni
Advancement and Alumni colleagues
Office of the Vice-Chancellor
and President
Faculties and Research Institutes

Purpose

The Development Manager will significantly contribute to the team's success in securing philanthropic income linked to key strategic priorities for ACU, securing major gifts and developing a growing base of donors and prospects who are inspired to engage with ACU. The Development Manager is an experienced development professional who will contribute to the growth of ACU's philanthropy program. The role will operationalise goals to achieve significant philanthropic revenue targets and will be responsible for a personal portfolio of up to one hundred major gift or Trust & Foundation prospects.

The role will focus on cultivating, soliciting and stewarding major and planned gifts in support of the University's highest fundraising priorities, including managing campaign activities. This role collaborates with internal and external stakeholders in order to achieve fundraising targets, working in close partnership with the Senior Manager, Development, and Advancement and Alumni colleagues.

The role collaborates with colleagues across the University, including with Faculties and Institutes, to develop and leverage opportunities for donors and integrate them with the University's strategic objectives.

The role is also responsible for the implementation of best practice Advancement Development practices that ensure increased efficiencies in the unit and support Development staff to achieve income KPIs.



Key Criteria for Success

After 12 months in post, the successful candidate will have:

- Gained an understanding of the institutional Case for Support, priorities for giving and key projects that are a priority for funding.
- Established themselves as a key member of the Advancement and Alumni team, building credible relationships internally with Advancement and other key stakeholders.
- Met agreed KPIs including financial and engagement targets.
- Built relationships with current donors within the portfolio and begun to cultivate further prospects.



Key Responsibilities

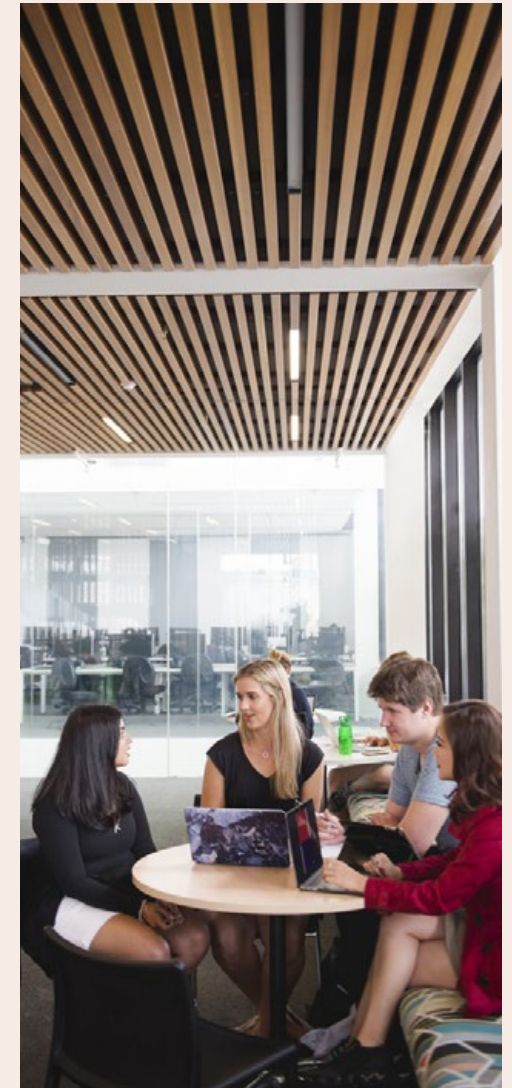
Major gift fundraising activity

- Assist the Senior Development Manager with the delivery of the operational plan for the philanthropic strategy that achieves agreed KPIs and targets around securing income for key priorities at the major gift level and, developing a base of donors and prospects.
- Build and manage a personal portfolio of approximately 75-100 prospects that have made or have the potential to make a \$50,000+ commitment.
- Undertake research and develop comprehensive cultivation plans for prospects within the portfolio.
- Create and implement an annual work plan to ensure activity targets (including number of prospect visits) and income goals are met.
- Prepare complex proposals, solicitation letters and other cultivation materials and stewardship information for major gift prospects, Trusts & Foundations, and donors.
- Lead in the management of campaign activities for targeted projects requiring philanthropic investment.

- Actively contribute to timely and insightful reporting in the CRM, ensuring a comprehensive source of data for all prospect and donor engagements, and tracking donor 'moves management' from acquisition and cultivation to loyalty.

Stakeholder Management

- Develop and maintain deep mutually beneficial relationships with a wide range of stakeholders, internally and externally, including:
 - proactively engaging and collaborating with academic leaders on major projects that require philanthropic support.
 - providing clear leadership in establishing and sustaining external donor relationships that grow philanthropic funds for the University's strategic priorities.
 - demonstrating commitment and capability to nurture new donor prospect relationships for ACU and converting prospects to donors.
- Collaborate with the Advancement Services team who will assist with current donor stewardship, communications and events.
- Work closely with the Alumni Relations team to identify and cultivate prospective alumni donors.
- Collaborate with the Art Collection team to identify cultivation opportunities and collaborate on fundraising campaigns.
- Collaborate with Advancement colleagues and academic leaders in developing gift ideas and strategies.
- Provide professional representation of the University at internal and external events, hosting high profile external guests at events.



Person Specification

Experience and knowledge

Essential

- Relevant tertiary qualifications, and/or the equivalent combination of extensive experience in development and donor relations preferably within the higher education sector
- Demonstrated experience in developing and managing fundraising programs along with experience working effectively with high net-worth individuals (including their legal and financial advisors) and/or trusts and foundations.
- Demonstrated success in closing major gifts and achieving fundraising targets in a competitive environment.
- Demonstrated experience in a business development, marketing, sales, grant-giving or similar role with direct transferrable skills will also be considered.

Desirable

- Experience closing gifts at the 6 figure level.

Skills and abilities

- Evidence of success in building and maintaining strong relationships with senior staff, influential donors, and external organisations for successful fundraising outcomes
- Excellent written and verbal communications skills with the ability to gain the support of others for actions that benefit ACU and to negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.

Core competencies and attributes

- Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
- Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.
- Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.
- Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.



Next steps

Terms

To discuss salary parameters please call **Jocelyn Kelty**, Director on +61 2 8218 2185.

The package includes:

- 17% superannuation
- Hybrid working policy allowing staff to work 3 days in the office, 2 days from home.
- Flexible working environment.

How to Apply

Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
3. Details of your notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).
4. Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Jocelyn Kelty, Director, Australia Office at Richmond Associates.

First interviews with ACU will take place on or around **27 February 2023**, with panel interviews taking place on or around **6 March 2023**.

Closing date for applications is Friday 10 February 2023.

Please send your application to Jocelyn Kelty, Director:

✉ info@richmond-associates.com
☎ +61 2 8218 2185

