

# Griffith University

## Director, Development



# Contents

- 3 Background Information
- 5 The Role
- 6 Organisational Chart
- 7 Key Criteria for Success
- 8 Key Responsibilities
- 9 Person Specification
- 10 Next steps
  - 10 *Terms*
  - 10 *How to Apply*
  - 10 *Selection Process*



I am delighted you are looking at this career defining opportunity as Griffith approaches a ground-breaking year in 2023.

As we strive for our ambition to be the sixth Australian University to launch a comprehensive philanthropy campaign – Griffith's first – this is a professionally exciting and rewarding time to join the Griffith Advancement portfolio.

If you are a philanthropic leader with an exceptional major gift fundraising track record and you would like to join us as we aim to be sector leaders in philanthropic practice and create a future that benefits all, I invite you to apply for the Director, Development role at Griffith University.

**Marcus Ward,  
Vice President  
(Advancement)**



## Background Information

Please visit this microsite to learn more about the opportunity with Griffith University: <https://www.griffith.edu.au/recruit-director-development>

### Advancement at Griffith University

In less than 50 years, Griffith has become one of the world's global top 250 universities, and one admired for its distinctive and innovative approaches, including its founding focus on Asia and Environmental Sustainability. More recently Griffith's reputation has become further enhanced for ensuring talented young people – who otherwise might miss out – benefit from a university education. Located in South-East Queensland, Australia's fastest growing region, Griffith plays a pivotal role at the centre of the Gold Coast's Health & Knowledge Precinct and is embedded in Brisbane's cultural and performing arts heart at South Bank.

Supporting the University's four Academic Groups, 22 research centres and institutes, and considering the needs of Griffith's more than 49,000 students across five campuses, the Advancement team seek to maximise Griffith's philanthropic and alumni engagement

potential. Providing a coordinated approach to developing engagement and fundraising initiatives, and working collaboratively across the University, the Advancement team initiate, grow and steward strong stakeholder relationships with alumni, donors and others that support Griffith University's research and education endeavours.

Vice President (Advancement), Marcus Ward, was appointed in 2022 and is strategically positioned on the University's executive leadership team, demonstrating Griffith's prioritisation of philanthropy at an institutional level. Under the direction of the Vice President (Advancement) and united by the purpose to Make it Matter More, the Advancement team are committed to fostering meaningful relationships, collaborating for impact and building thriving communities.

Further to the strong performance of recent years, in 2022 Griffith secured its largest philanthropic gift, a record \$276,000 was donated to the Annual Appeal, and staff giving outperformed all previous years with a high of more than 630 staff donors. Advancement's 2022 institutional target of \$18m Philanthropic Funds Secured has been exceeded, surpassing \$28m – Griffith's best philanthropic performance to date.

The Alumni Engagement team play a pivotal role in ensuring Griffith's 283,500 alumni maintain a lifelong partnership with the University, supporting their personal and career progressions, sharing their success stories, helping them leverage their alumni networks and ensuring they remain connected and engaged with the University.

The Advancement Services team provide essential fundraising and alumni engagement operational support including processing donations (more than 10,000 in 2022), managing almost 300,000 constituent records in the University's alumni and donor CRM, reporting and analytical analysis of donations, ensuring high quality donor experiences and donor relations activities, prospect donor identification and prospect management plan preparation, and business process improvements.

Dedicated to making everything they do matter, Griffith's drive to take on the challenges of tomorrow and create a future that benefits all, is unwavering. Knowing that philanthropy can seed transformational change, the time for an ambitious campaign that showcases Griffith's compelling commitment to social and environmental responsibility, equality and inclusion, is here. In 2023, Griffith will launch its first philanthropic and alumni engagement campaign, a strategic engagement initiative in Griffith's 2020-2025 **Strategic Plan**.

In addition to developing and implementing philanthropic revenue generation strategies, and leading a team of experienced fundraising and development professionals, the Director, Development will assume a key Campaign leadership role and directly contribute to striving to achieve Griffith's ambitious goal to become only the sixth Australian University to publicly launch Campaign before the end of 2023.

#### Useful website links:

<https://www.griffith.edu.au/office-vice-chancellor/strategic-plan>

<https://www.griffith.edu.au/advancement>

<https://www.griffith.edu.au/advancement/governance>

<https://www.griffith.edu.au/advancement/alumni>

<https://www.griffith.edu.au/advancement/giving>

<https://www.griffith.edu.au/advancement/our-people>



# The Role

## Job Title

Director, Development

## Location

A location of Brisbane or Gold Coast will be determined as part of the selection process. The successful candidate will be required to work flexibly across Griffith campuses.

## Reports to

Vice President (Advancement)

## Direct Reports

Associate Director, Development  
Advancement Managers x 8  
Senior Officer, Advancement  
(Prospect Research)

## Key Relationships

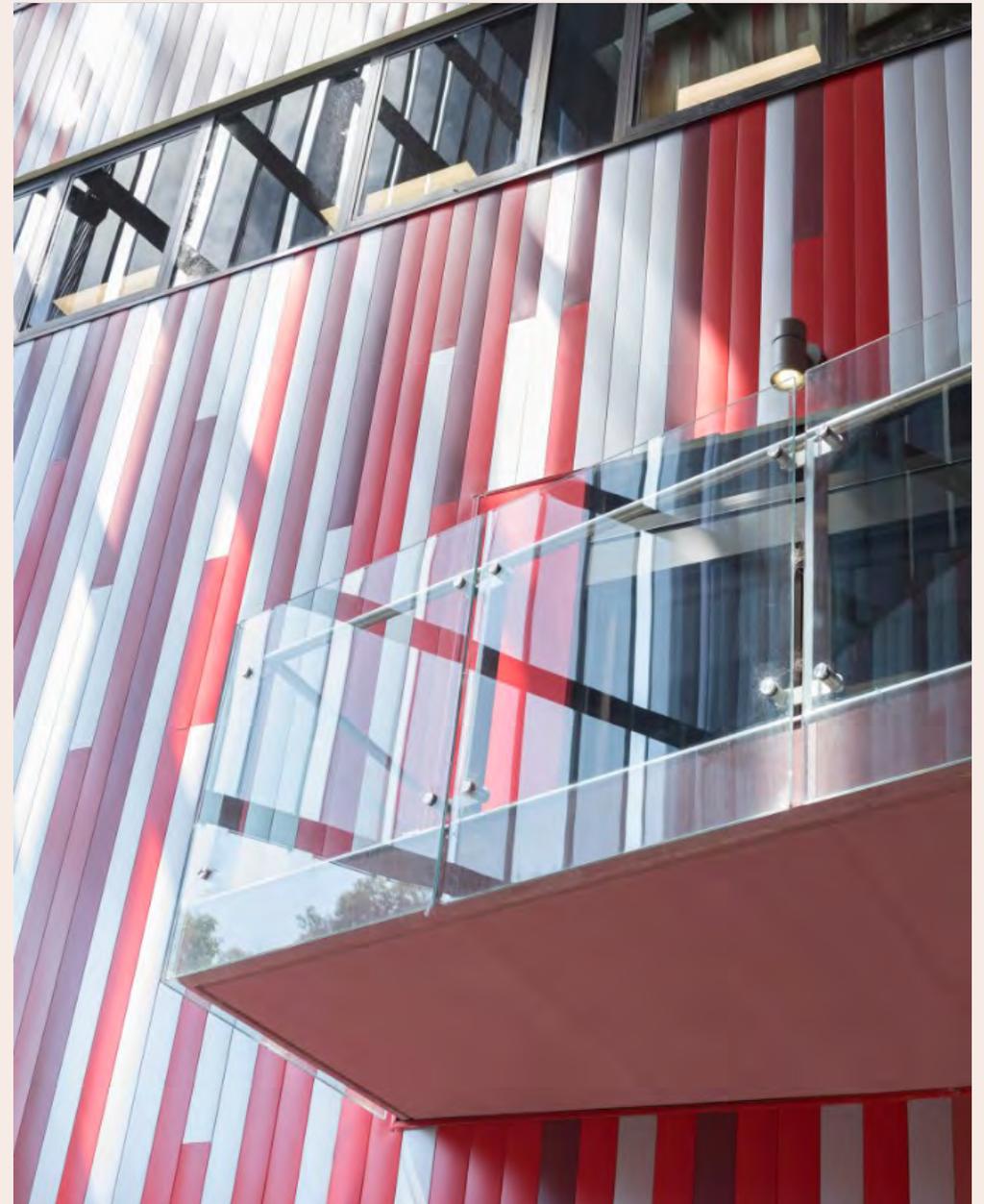
The University Foundation Board  
Pro Vice Chancellors and Academic Group Executives  
University Executive Group  
Staff and academics of each medical research centre and institute  
Donors  
External stakeholders including senior volunteers  
Industry bodies

## Purpose

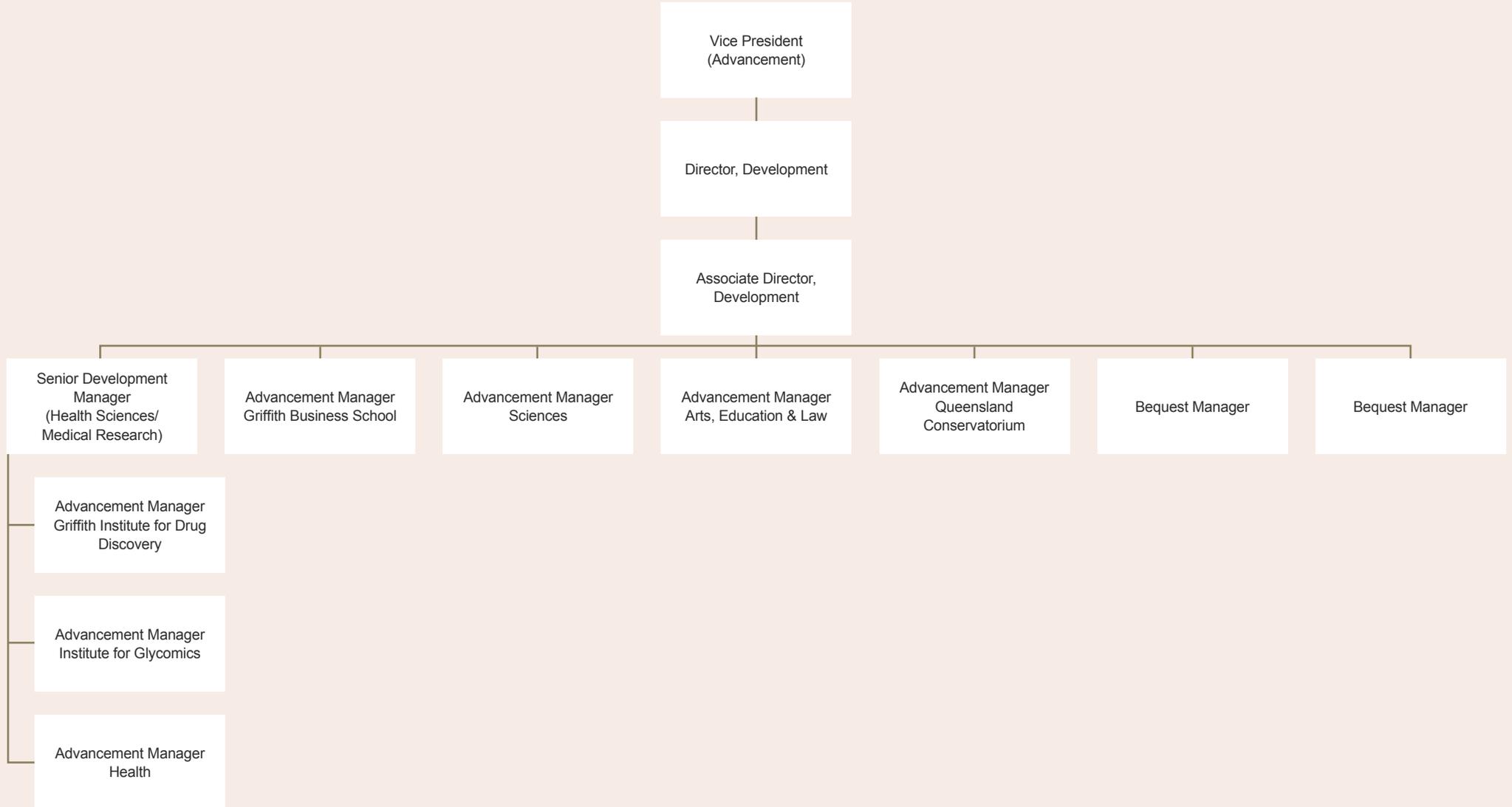
Reporting to the Vice President (Advancement), the Director, Development is a key member of the leadership team and an active participant in strategic decisions, as well as providing senior fundraising capability to meet the University's strategic goals.

The Director, Development is responsible for developing and implementing philanthropic revenue generation strategies and will lead a team of experienced fundraising and development professionals to substantially grow the University's philanthropic funds.

The postholder will also build key relationships with a wide range of stakeholders, including leading benefactors and philanthropic foundations; and provide support to the Vice President (Advancement), and the University's Executive Group, in initiating and executing philanthropic fundraising strategies, including Griffith's first ever comprehensive philanthropy campaign.



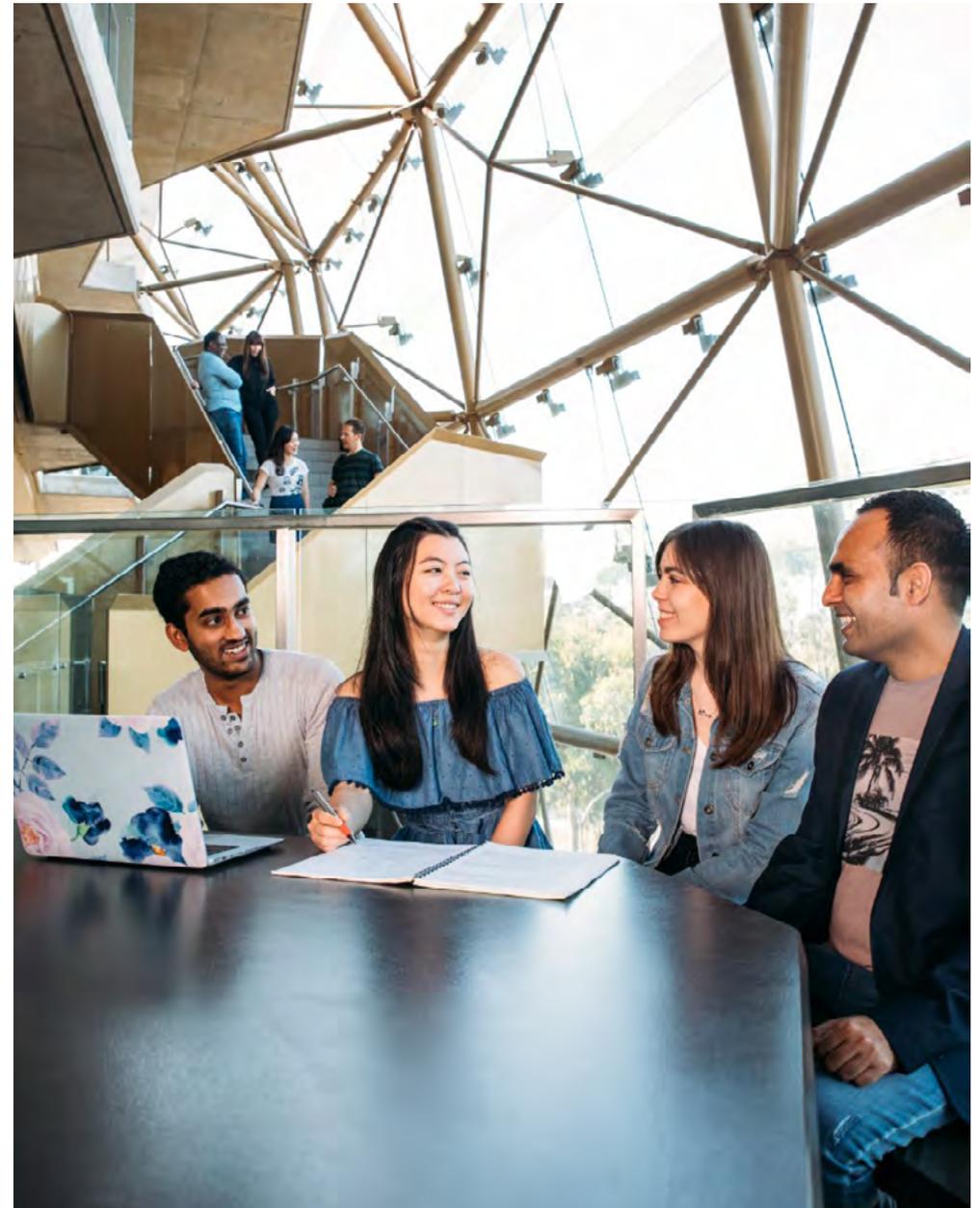
# Organisational Chart



# Key Criteria for Success

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

- Shaped and created the most ambitious yet robust propositions with our most senior and talented leaders and champions
- Successfully launched Griffith's first comprehensive philanthropy campaign
- Established great and effective relationships with senior leaders across the University and generous donors and leaders in the community
- Enhanced the depth and breadth of the University's major gift donor and prospect pipeline



# Key Responsibilities

## Strategy and Leadership

- Actively contribute to and collaborate with colleagues in the Advancement Leadership team, striving for the ambition to be sector-leading in demonstrating the impact of Griffith's teaching and research to its external community.
- Lead the development and effective implementation of the Philanthropy and Fundraising Strategy activities, managing resources and priorities within the team to build and manage a pipeline of major gift donors and prospects to meet strategic targets.
- Provide strategic input, guidance and support for the identification of major, national and international philanthropic opportunities, bids and proposals with a broad range of stakeholders across a range of areas.
- Working closely with the Associate Director, Development, oversee a high performing fundraising team, that leads the sector in professional practice and is renowned for contributing to a meaningful donor experience.

## Development

- Build strong and ongoing connections with key external stakeholders, alumni, prospects and donors including taking responsibility for solicitation of major gifts.
- Maintain strong internal relationships, including with the Vice Chancellor, Chancellor and Executive Group members to support fundraising activities and strengthen and raise the culture and profile of philanthropy through strong leadership.
- Work collaboratively and collegially with academic and program leaders to build compelling value propositions with ambition and rigour that provide donors step-change opportunities to invest in philanthropically.
- Identify, drive and leverage philanthropic initiatives with Griffith's alumni body and wider communities around Brisbane and the Gold Coast.
- Represent Griffith's philanthropic leadership to the wider community and in a variety of forums as required. This may include the preparation and presentation of speeches and presentations, awards, and panel representation.

## Operations

- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.



# Person Specification

## Experience and knowledge

- University qualifications from a recognised University.
- Experience gained within the Higher Education sector, medical research/ health organisation or a similarly complex environment
- Extensive experience in philanthropy, including a proven track record in major gifts. This will include demonstrated experience in providing strategic leadership to achieve ambitious results.
- Proven experience in training and mentoring teams to expand and develop their fundraising skills.
- Experience leading change at a team and organisational level.
- A proven track record of developing and implementing strategies for strengthening philanthropic outcomes.

## Highly desirable

- Experience contributing to a major, University-wide campaign.

## Skills and abilities

- Ability to lead, coach and develop staff, building effective teams.
- High level communication skills with the ability to negotiate and persuade.
- Strong attention to detail with demonstrated ability to manage multiple projects concurrently.
- Computer literate and experienced with relationship databases, forecasting systems and financial analysis and reporting.
- Ability to analyse fundraising data and capture inputs and results of relevant activities to provide expert insights and provide strategic recommendations and business improvements for University fundraising.
- The capacity to work effectively with internal and external stakeholders, including at the executive level.

## Attitudes

- A good listener with the ability to connect with both academic and non-academic professionals.

- High ethical standards and a commitment to best practice in fundraising, alumni relations and advancement.
- A high level of integrity and professionalism.
- A self starter, with a high degree of initiative.

- A commitment to Griffith University's Mission, Vision and Values.

## Capabilities Framework

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to graduates' success in the rapidly changing future world of work. Griffith has established a Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leaders section of Griffith's **Capability Development Framework**.



# Next steps

## Terms

To discuss salary parameters please call **Jocelyn Kelty**, Director, or **Judith Marks**, Senior Consultant, Richmond Associates Australia Office on +61 2 8218 2185.

## 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 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 and Judith Marks, Senior Consultant at Richmond Associates, Australia Office.

First interviews with Griffith University will take place on or around **23rd February** with second round interviews taking place on or around **1st March 2022**.

Closing date for applications is Monday 6 February 2023.

Please send your application to the Richmond Associates, Australia Office:

✉ [info@richmond-associates.com](mailto:info@richmond-associates.com)  
☎ +61 2 8218 2185

