

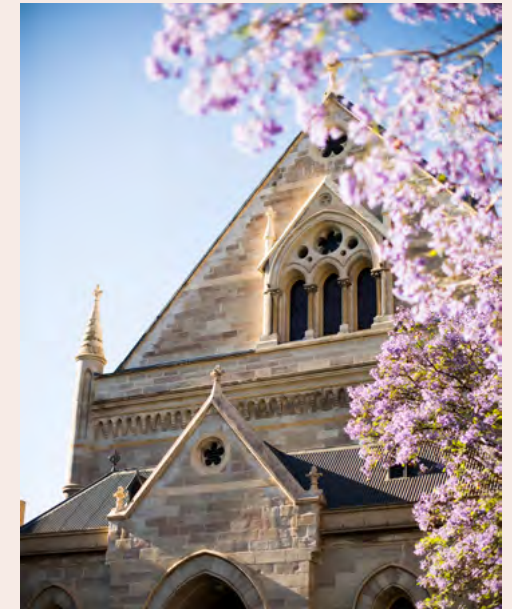
University of Adelaide

Development Manager (Major Gifts)



Contents

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



Background Information

The University of Adelaide is consistently ranked in the top 1% of the world's Universities and recognised globally as a leading research university. As a member of Australia's prestigious Group of Eight (Go8) research-intensive universities, Adelaide is the leading university in South Australia.

A dynamic participant in society, the University is leading the community in leveraging change for social and economic benefit; listening to industry and connecting with diverse community groups far and wide to deliver education and research of the highest value and impact.

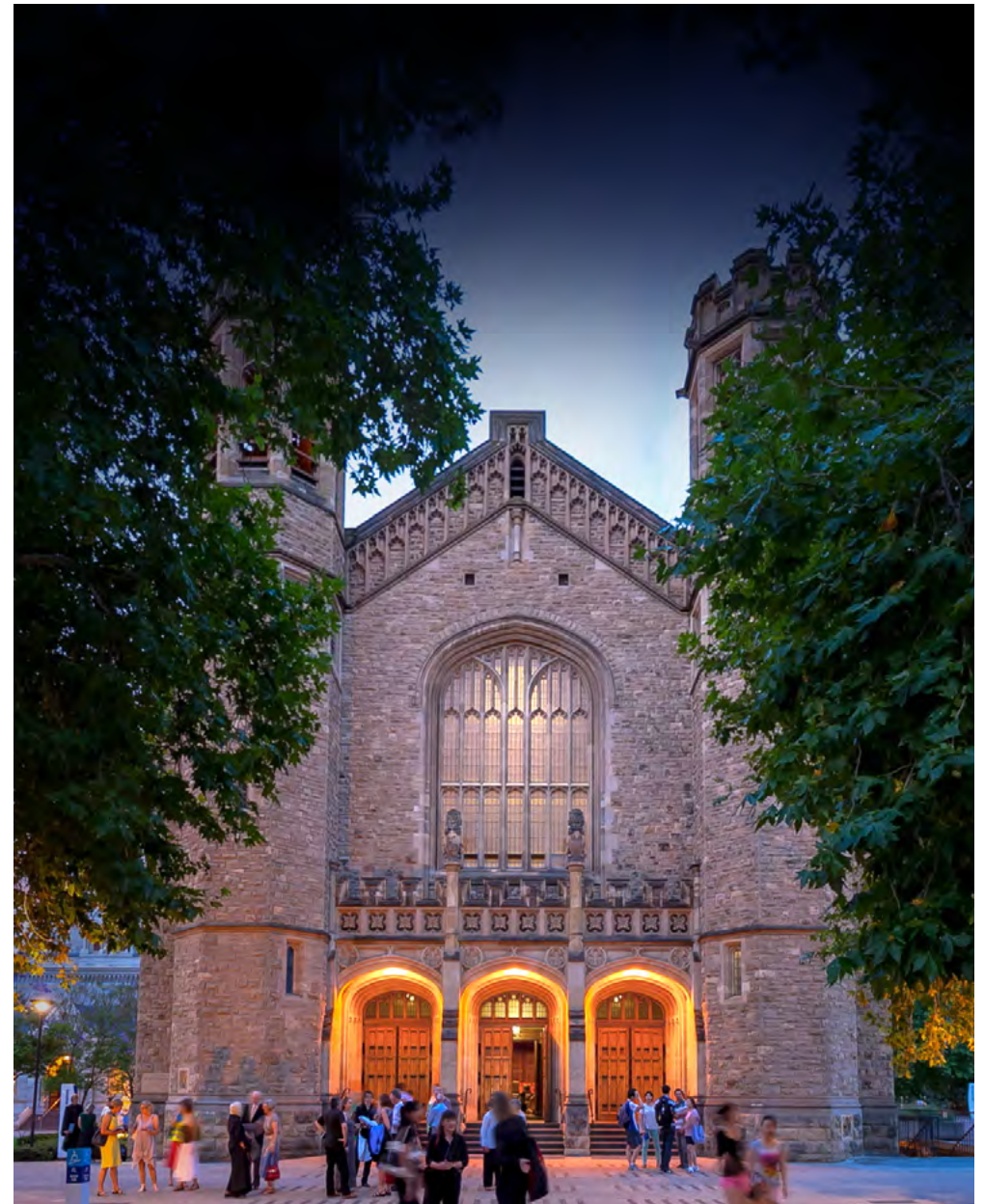
The External Engagement Division

The External Engagement Division supports the growth and success of the University through the development of partnerships and delivery of engagement programs that enhance reputation, grow revenue, and create positive, lasting change in the communities where the University engages. A hub of connectivity for transformative collaboration, the Division is the custodian of brand, reputation and relationships and champions of the University's ability and potential to achieve impact and influence across research, education and engagement.

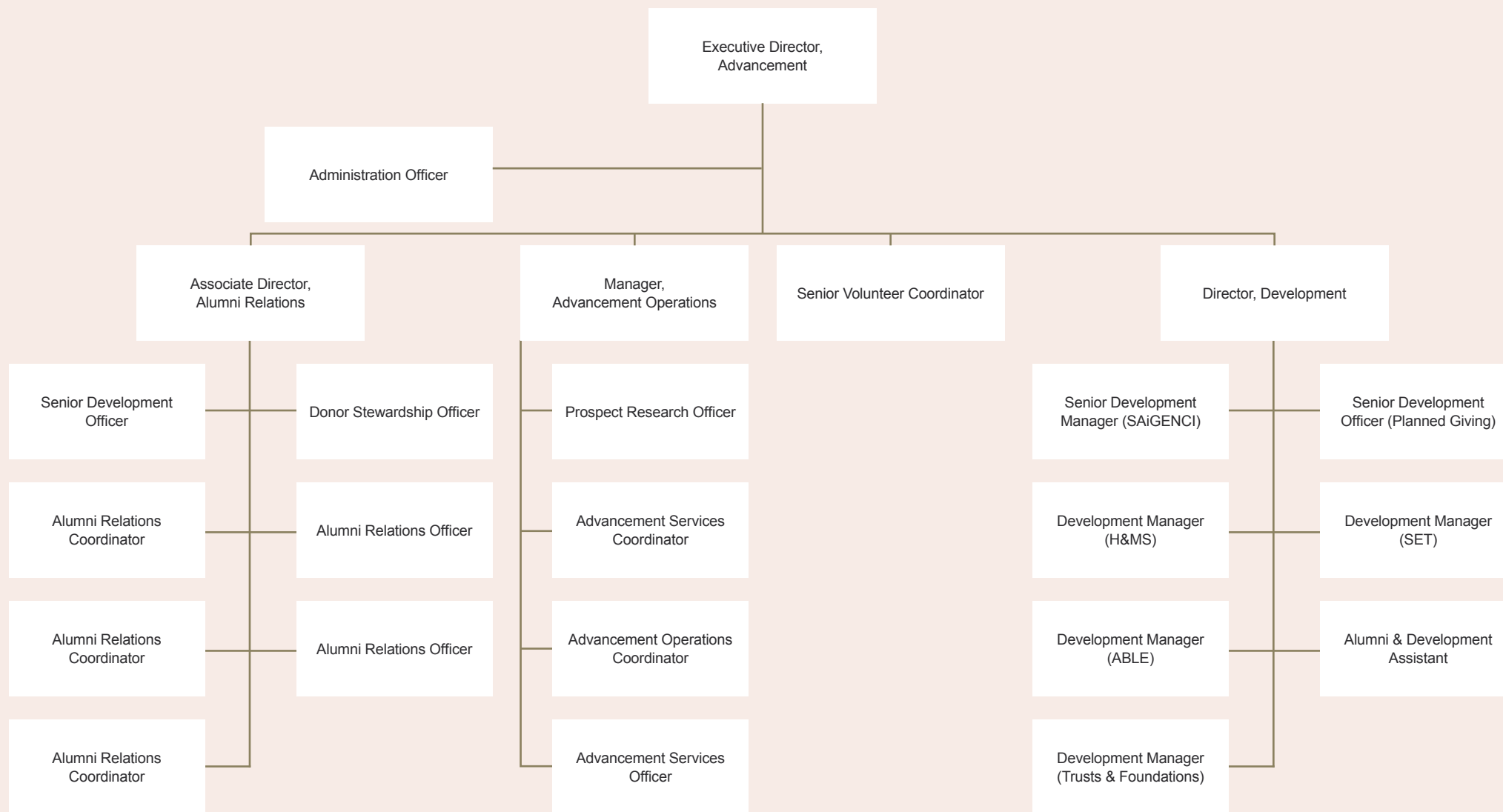
The Division comprises Marketing, Advancement, Media & Corporate Relations, Future Students, Global Engagement and Children's University. The Division oversees strategy and delivery of the University's key services in domestic and international student recruitment, admissions, global engagement, alumni relations and philanthropy, media and corporate communications and industry and government partnerships and volunteers, among many others.

For further information about the University of Adelaide please visit:
<https://www.adelaide.edu.au/about>

To view the University's corporate publications:
<https://www.adelaide.edu.au/publications/corporate#annreport>



Organisation Chart



The Role

Job Title

Development Manager (Major Gifts)

Location

Adelaide, South Australia

Reports to

Director of Development

Key Relationships

Internal

- Executive Dean, Heads of Schools, Institute Directors within the Faculty of Sciences, Engineering & Technology
- Advancement team

External

- Donors and prospective supporters
- Alumni
- Other Australian Universities, particularly the Group of Eight (Go8)
- External agencies, service providers and consultants

Purpose

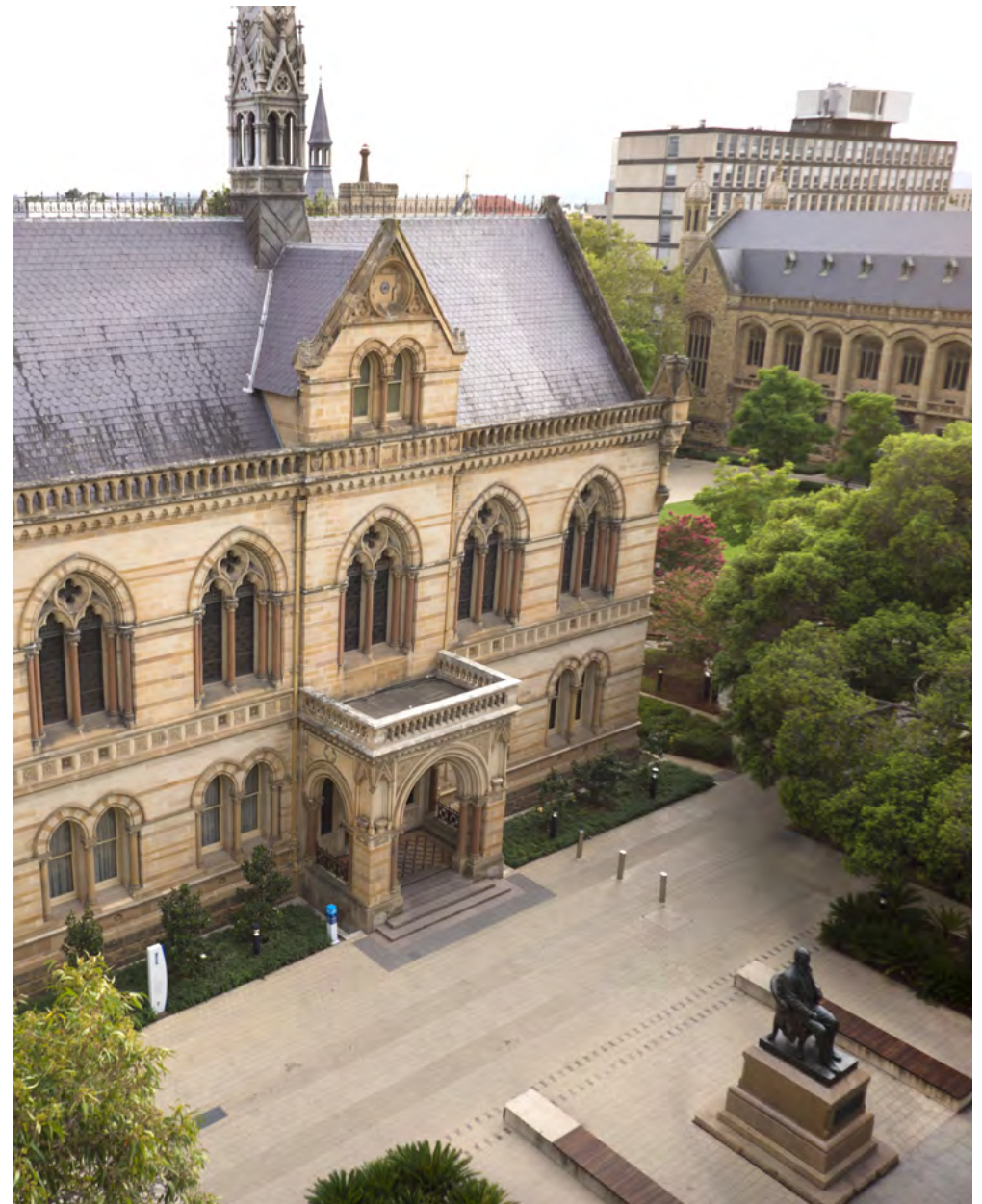
Reporting to the Director of Development and receiving broad direction with a degree of autonomy, the Development Manager is responsible for raising major financial gifts that will support multi-disciplinary projects and programs with a focus on the Faculty of Sciences, Engineering and Technology. Working closely with the Executive Director of Advancement, the Director of Development and Executive Dean, the incumbent will be required to identify and engage high net worth donor prospects, align their interest and passions to the strategic priorities of the university and successfully solicit gifts of \$100K+. Clear articulation of benefits to the donor and the University in the form of opportunity creation and opportunity delivery is a fundamental basis of the role. This position will require a strong collaborative approach across the faculties and divisions.



Key Criteria for Success

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

- Developed a portfolio of 70-100 donors and prospects and be working closely with the top 30 to cultivate major gifts.
- Gained an in-depth understanding of the University and its priorities for fundraising. This will include identifying key projects within the various Faculties and working closely with key decision makers to bring them to life.
- Identified a range of major donor targets and be working to establish strong connections with established donors.
- Established yourself as a trusted and credible member of the University's Advancement team and more broadly across the University.



Key Responsibilities

Fundraising Growth Strategy

- Assist the Executive Director of Advancement and the Director of Development in developing, implementing, and delivering a university-wide fundraising strategy to maximise philanthropic income for the University's priorities.
- Build and drive strategic engagement/development with assigned faculty in conjunction with Alumni Relations Coordinator.

Fundraising and Stewardship

- Identify and qualify major gift prospects with capacity to give \$100K+ through research and referrals; develop and implement prospect plans employing a range of cultivation strategies to build these relationships.
- Effectively manage a major gift prospect portfolio and engage in meaningful face-to-face visits /contact with principal gift (\$1M+) prospects on a frequent, monthly basis.



- Develop an annually agreed number of compelling written proposals and accompanying strategy that request perspective donors to make a major or principal gift to the University.
- Initiate and accompany academics from across the university to meet with potential donors and undertake an agreed number of fundraising meetings with prospects each month with a particular focus on individuals who have capacity to make \$100K+ gifts to the university.
- Ensure approaches to major prospects and solicitations are coordinated across the portfolio.
- Ensure existing donors are well-stewarded and appropriately recognised by the portfolio and wider university.
- Work with the Alumni Relations Donor Stewardship Officer to ensure stewardship efforts are of the highest quality and well-coordinated.

Reporting and Metrics

- Provide regular reports and updates on activity and funds raised against an agreed set of KPIs.
- Manage the coordination and timing of reports to senior colleagues as required, ensuring accurate communication of the Unit's fundraising progress is accurately and appropriately communicated.
- Work with Advancement Operations and Planning and Analytics to maintain relevant, detailed and up to date information on donors and prospects as well as reports to support effective fundraising.

Communications

- Contribute philanthropic stories and content for donor and engagement communications (e.g. Alumni News, Impact of Giving and Social Media platforms).
- Actively contribute to building and maintaining a service and innovation culture that delivers on stakeholders' expectations and reflects our institutional value of excellence.

Person Specification

Experience and knowledge

Essential

- Bachelor's degree or relevant qualification.
- Demonstrated success in major gift fundraising, including a track record of achieving financial targets and strategic priorities.
- Comprehensive campaign experience and a demonstrated understanding of advancement and related principles and practices.
- Budget management experience and the ability to innovate business practice to positively impact outcomes.
- A good understanding of the University's structure, or experience in a similar large complex organisation.

Skills and abilities

- Highly developed interpersonal, communication and presentation skills with experience brokering high-level relationships with diverse stakeholders and audiences that yield positive outcomes and productive partnerships.
- Astute to decision-makers' and influencers' communication style preference, from more informal approaches to formal asks.
- Proven self-starter with significant experience of the charitable sector and knowledgeable about the rules, laws and policies which apply to philanthropic ventures in the higher education sector.
- Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery and a commitment to positively comply with the associated behaviour expectations.

Personal attributes

- Excellence in relationship building and management.
- Self-directed and work within a team in a complex, multi-tasking environment.
- Responsive to internal and external stakeholders.



Next steps

Terms

To discuss salary parameters please call **Jocelyn Kelty**, Director or **Judith Marks**, Senior Consultant, Richmond Associates Australia Office.



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

All applicants must be eligible to work in Australia.

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

Closing date for applications is Friday 20 January 2023.

Please send your application to Jocelyn Kelty, Director, Australia Office

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

