

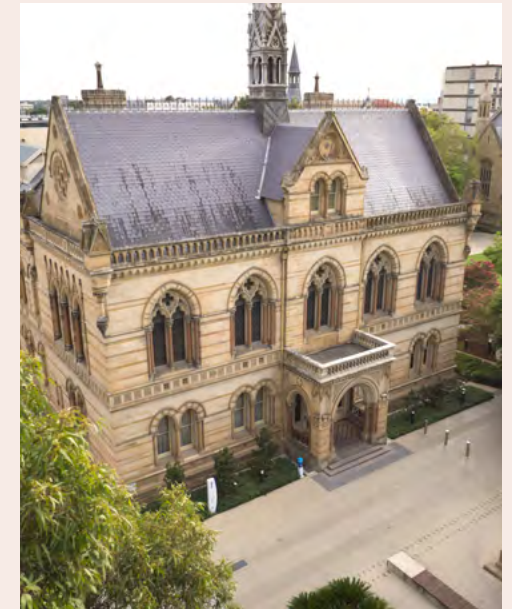
University of Adelaide

Development Manager (Trusts and Foundations)



Contents

- 3 Background Information
- 4 The Role
- 5 Organisation Chart
- 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>



The Role

Job Title

Development Manager
(Trusts and Foundations)

Location

Adelaide, South Australia

Reports to

Director of Development

Key Relationships

Internal

- Executive Deans, Head of Schools, Institute Directors & Faculty
- Advancement team
- Research Services
- Finance and Accounting Services

External

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

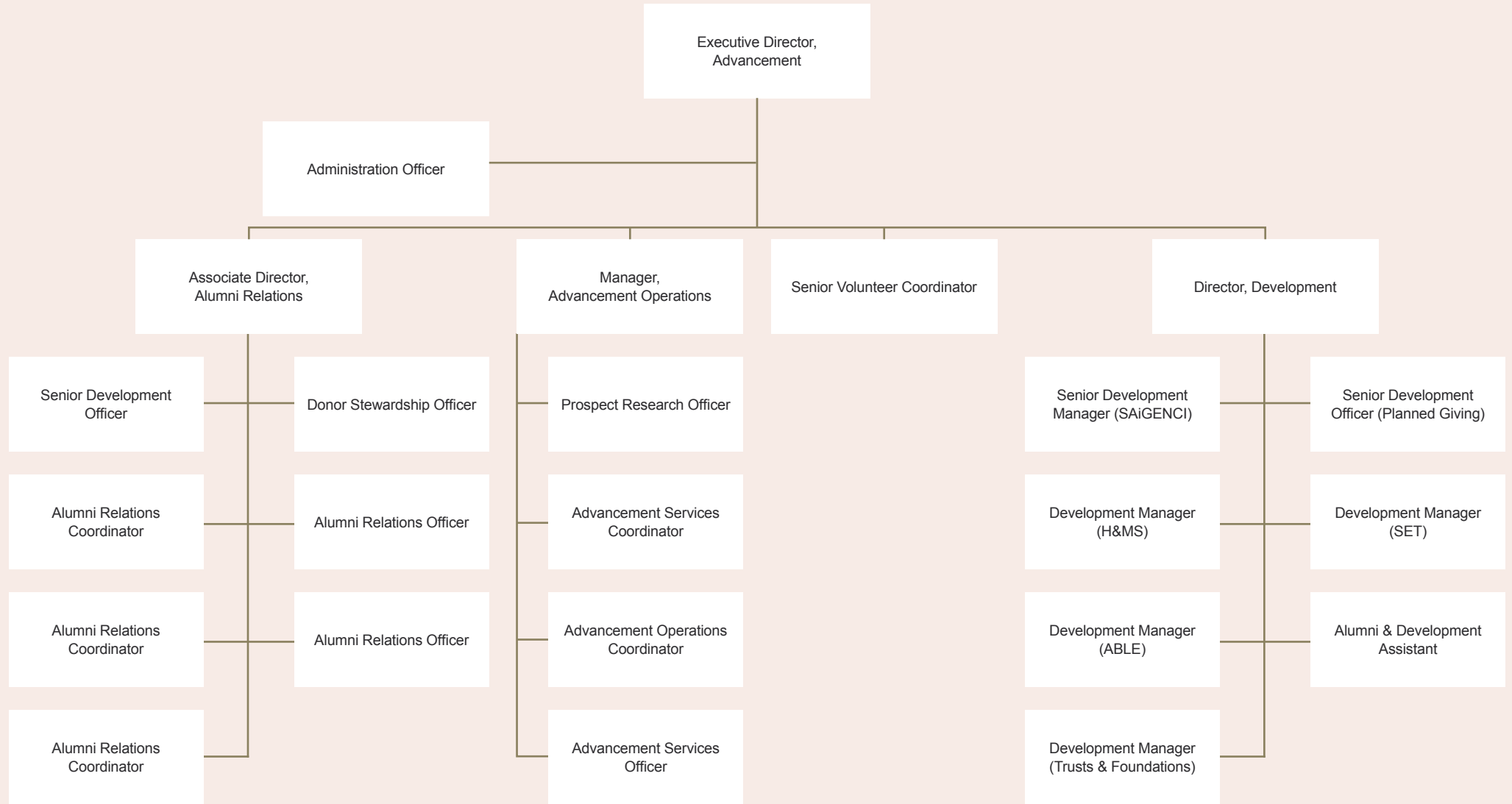
Purpose

Reporting to the Director of Development and receiving broad direction with a degree of autonomy, the Development Manager (Trusts and Foundations) is responsible for establishing new and further developing existing philanthropic trust and foundation relationships at University of Adelaide. The Development Manager (Trusts and Foundations) is responsible for fundraising and donor engagement initiatives specifically focused on grant making organisations, targeting philanthropic gifts at the major gift level. The role requires a proactive, creative, and donor-centric approach to meet annual income targets and realise gifts of significance and scale for projects across the University.

The Development Manager (Trusts and Foundations) is responsible for building professional and impactful relationships on behalf of the University with representatives of grant making organisations including staff, trustees and executives. The Development Manager positions The University of Adelaide as the partner of choice for philanthropic grant makers seeking to achieve transformational impact, and build long-term, productive relationships of mutual benefit.



Organisation Chart



Key Criteria for Success

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

- Created and put in a place a comprehensive strategy and operational plan for trusts and foundations, in consultation with the Director of Development.
- 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 and actively sought out and built relationships with new philanthropic trusts and foundations, PAFs and wealth management advisors.
- Established yourself as a trusted and credible member of the University's Advancement team and more broadly across the University.



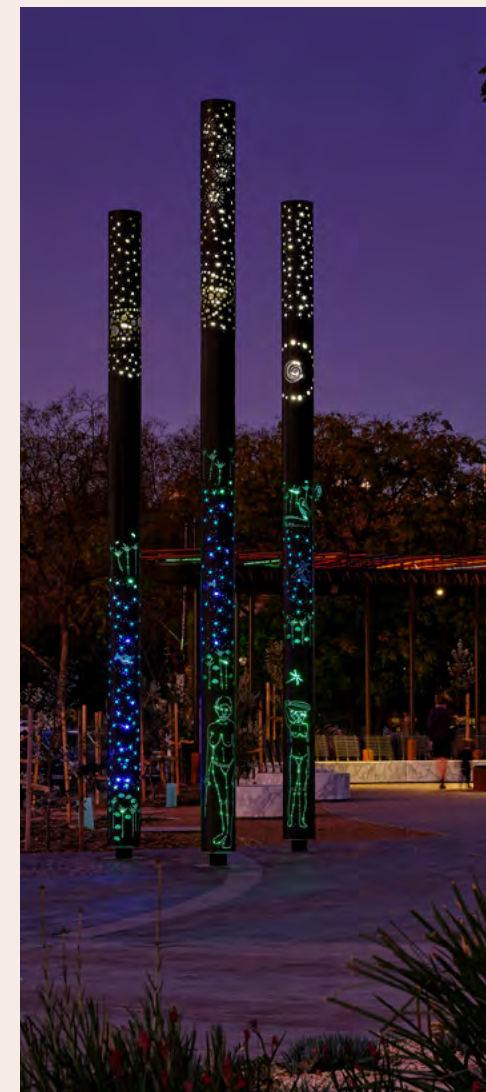
Key Responsibilities

Fundraising and Strategy

- In consultation with the Director of Development create a compelling trust and foundation strategy for growth.
 - Work strategically with colleagues across the Development team and, where appropriate, leaders of academic and professional units and research services to secure significant philanthropic commitments to University of Adelaide from a portfolio of trusts and foundations in Australia and overseas, with a focus on gifts of \$100K+.
 - Be accountable for delivering a range of frontline fundraising strategies with trusts and foundations – focused on targeted cultivation, solicitation and stewardship of trusts and foundations – aligned with the strategic direction of External Engagement and the University as a whole.
 - Act as the first point of contact for Trust and Foundation enquiries, conducting personal visits and other activities such as producing persuasive materials.
 - Plan, develop, prepare and submit applications to grant making organisations in a highly tailored, professional and impactful way, with high attention to detail to generate philanthropic income.
- Provide advice on crafting strategically aligned, compelling and 'plain English' written materials to support the solicitations and stewardship of grants from trusts and foundations.
 - Provide specialist expertise on trust fundraising and solicitation techniques to senior staff, to develop long-term relationships with key trust and foundation personnel.
 - Determine operational priorities within potential fundraising activities in consultation with the Executive Director of Advancement and Director of Development.
 - Act as a hub of University expertise in philanthropic relations by building and maintaining relationships internally and externally.
 - Actively contribute to building and maintaining a service and innovation culture that delivers on stakeholders' expectations and reflects the institutional value of excellence.

Reporting and Finance

- Provide regular reports and updates on activity and funds raised against an agreed set of KPI's.
- Manage the coordination and timing of reports to senior colleagues as required, ensuring accurate communication of fundraising progress is accurately and appropriately communicated.
- Provide quarterly validation of philanthropic trust and foundation revenue as identified by finance and procurement to ensure accurate information is uploaded to Raiser's Edge by the Advancement Planning & Analytics Team.
- In partnership with Advancement team, finance, and academic units/ divisions, manage the reporting and acquittal of grants to trusts and foundations, delivering on time and above the expectations of the Grantmaker's conditions.



Person Specification

Experience and knowledge

Essential

- Bachelor's degree or relevant qualification.
- Demonstrated experience in writing successful trust and foundation submissions.
- Experience in preparing effective impactful project proposals and grant applications tailored to the interest of donors, trusts and foundations.
- Demonstrated experience and a strong track record of generating income from trusts and foundations in Australia and/or internationally.
- Proven experience in planning, generating and executing innovative fundraising and relationship management strategies.
- Detailed understanding of best practice, and the legal and policy context, of trust and foundation fundraising in Australia.
- A good understanding of the University's structure, or experience in a similar large complex organisation.

Skills and abilities

- Exceptional oral and written communication and interpersonal skills with the capacity to effectively engage and inspire a wide range of interested parties, individuals and other key stakeholders and ability to persuade them to commit to a cause.
- Astute to decision-makers' and influencers' communication style preference, from more informal approaches to formal grant applications.
- 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 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

