

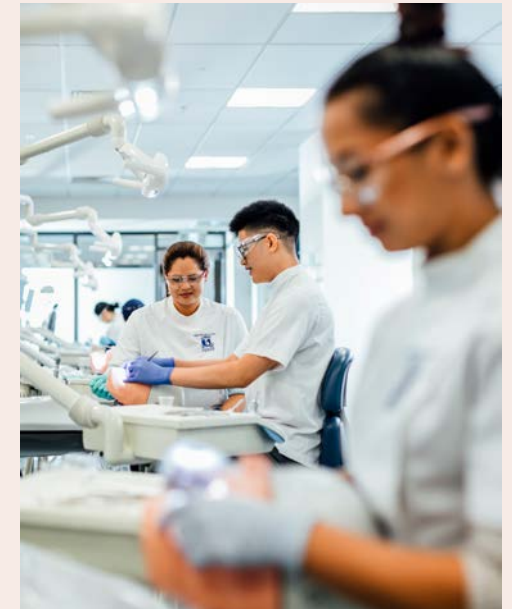


University of Melbourne

Project Manager,
Principal & Major Gifts (MDHS)

Contents

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



Background Information

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

For further information on the University of Melbourne visit:
<https://www.unimelb.edu.au/>

Advancing Melbourne

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.



We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

Governance

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>

Advancement

<http://advancement.unimelb.edu.au/>

The Advancement Office aims to facilitate the establishment and maintenance of mutually beneficial relationships between the University and its alumni, friends and benefactors. It is responsible for the management of programs relating to alumni and benefactors and provides services to and works collaboratively with faculties and other central administration areas.

University of Melbourne Advancement (UoMA) has been responsible for the coordination and delivery of Believe: The Campaign for the University of Melbourne. The Believe Campaign came to a conclusion at the end of 2021. Over the 14 years of the life of the campaign, the University has engaged over 100,000 alumni and raised more than \$1.17b, with 30,000 donors and 73,000 instances of giving to one of the largest philanthropic campaigns in Australian history. The funds will support 34 professorial chairs, 25 of them into the long term. The University is currently engaged in a year-long program of thanking and demonstrating the impact of the Campaign.

MDHS

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management

of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

The Faculty recognises that partnerships and collaborations are an integral facet of its development and a major strength of the Faculty is its ability to work collaboratively with its partners to benefit the community.

Two such recent ground-breaking initiatives which involved significant philanthropic giving and collaboration between the University, its health partners, government and industry include:

Cumming Global Centre for Pandemic Therapeutics

Located within the Doherty Institute in Melbourne, Australia, the Cumming Global Centre for Pandemic Therapeutics (CGCPT) is named in recognition of the family of the inaugural major donor, Mr Geoff Cumming. The CGCPT will develop new technologies to treat future pathogens of pandemic potential. The Centre has an ambitious twenty-year research program with the mission to develop novel platform





technologies using a 'plug and play' approach. This means that treatment solutions can be rapidly adapted to a new pathogen within much shorter timeframes than currently possible after a new pathogen is identified.

Australian Institute of Infectious Diseases

The Australian Institute for Infectious Disease (AIID) will support a collaborative alliance of leading experts in infectious diseases and public health from across Victoria. Alliance partners will come together to set a shared strategic direction and identify research priorities, supported by access to the state-of-the-art research platforms within the new facility. The AIID will significantly increase partners' collective capacity to protect Australia and the region, with advanced capabilities for detecting, preventing and responding to pandemics and infectious diseases. Alliance partners will include medical research organisations, universities and industry including the University of Melbourne, the Doherty Institute, Burnet Institute, Monash University, the Walter and Eliza Hall Institute of Medical Research (WEHI), the Murdoch Children's Research Institute (MCRI), CSL Ltd and more.

<https://mdhs.unimelb.edu.au/>
<https://mdhs.unimelb.edu.au/#about>

Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding

benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

For further information about working at the University of Melbourne visit <http://about.unimelb.edu.au/careers>

Living in Melbourne

Often referred to as Australia's cultural capital, Melbourne is home to a non-stop program of festivals, major art exhibitions and musical extravaganzas as well as sporting spectacles and a host of wining, dining and shopping possibilities.

Greater Melbourne is set around the shores of Port Phillip Bay, while the city centre is laid out in a large rectangle on the northern banks of the Yarra River, about 5km from the bay. The CBD is made up of a number of precincts, each with their own distinctive flavour and charm.

For further information on living in Melbourne visit www.visitmelbourne.com

The Role

Job Title

Project Manager, Principal & Major Gifts (MDHS)

Location

Parkville, Melbourne

Reports to

Director Advancement, Faculty of Medicine, Dentistry and Health Sciences (MDHS)

Key Relationships

Senior Director of Advancement (MDHS)
Director, Principal & Major Gifts (MDHS)
Senior Advancement Leadership Team
Senior Academic Leadership, MDHS

This position in the MDHS Advancement team will require the incumbent to operate across MDHS, its Schools, Departments and Centres. Both a high-level strategic understanding and detailed operational knowledge is required in the execution of this role at the various levels of University, Faculty, Schools and Departments.

Purpose

The Project Manager Principal and Major Gifts is responsible for leading and delivering multi-faceted fundraising projects, influencing the capacity of MDHS Advancement to deliver transformational gifts (\$5 million +) and realising the vision of strategic initiatives where philanthropy can play a critical enabling role.

Reporting to the Director, Advancement (MDHS), this role closely supports the Senior Director Advancement (MDHS) and Director, Principal and Major Gifts (MDHS), and requires well-developed communication and analytical skills, as well as strong diplomacy and judgement.

The Project Manager Principal and Major Gifts liaises with staff at all levels across the University, working in partnership with colleagues in Advancement, with members of the Senior Advancement Leadership Team (SALT), with academic and professional staff within the wider University and including Chancellery and Deanery, as well as with external agencies, stakeholders, donors and volunteers. As such, this position requires a keen awareness of organisational realities and the interpersonal skills to relate to, and communicate with, all levels.

Critically, the role requires a deep understanding and experience of working with senior advancement professionals, donors and key stakeholders to bring transformational gifts to fruition. This includes developing and writing complex proposals and briefings, and strong collaboration to ensure effective gifts processing and stewardship.

The Project Manager Principal and Major Gifts is expected to work proactively, with a high level of autonomy and independence, confidentiality and discretion.

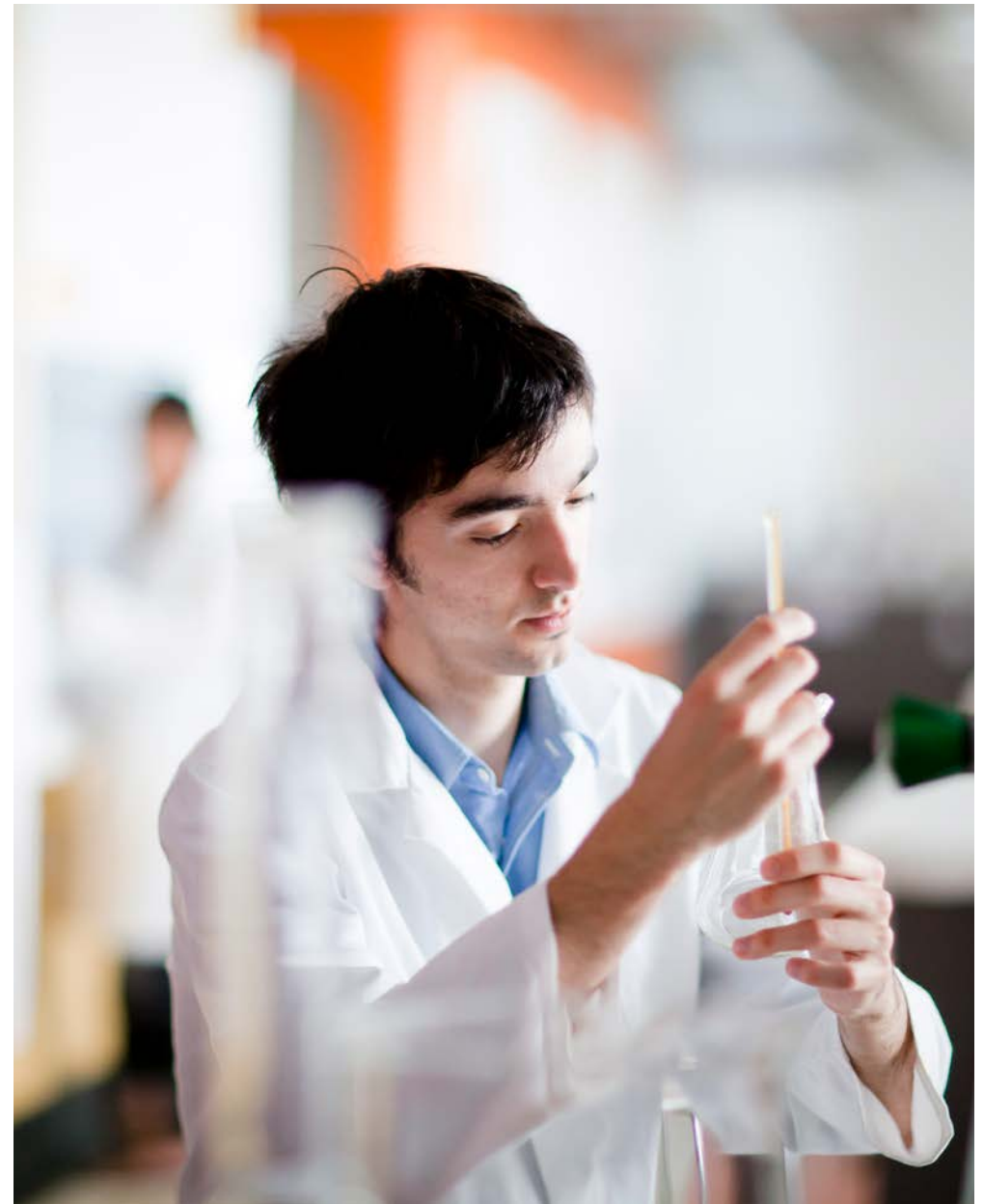
The role offers the opportunity for involvement in a busy, challenging and fast-paced environment. The Project Manager Principal and Major Gifts will have a clear understanding of both the organisational and governance structure of the University and a good understanding of the broader University community.



Key Criteria for Success

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

- Gained an understanding of Advancement, MDHS, the higher education sector more broadly and the philanthropy side of the business in a health environment.
- Developed robust and credible relationships with key stakeholders across MDHS, Advancement and the University.
- Developed a strong working knowledge of the systems and processes within MDHS and University advancement.
- Provided critical support to the Senior Director and Director across key principal and major gift projects.



Key Responsibilities

Project Management

- Manage key projects for the MDHS Advancement team. These projects are strategically significant philanthropic projects (themes), often requiring a philanthropic investment of \$5 million or more and containing several sub-projects, requiring a multi-donor commitment to realise.
- Contribute to strategic planning and direction for potential donors and key volunteers.



- Support for the Director of Advancement (MDHS) and Deputy Director, Principal & Major Gifts (MDHS), including:
 - liaising with potential donors and their advisers;
 - scoping/philanthropic assessment of projects;
 - project management and high-level project coordination;
 - writing project proposals with costings;
 - project status reports;
 - co-ordination with internal and external stakeholders, as required; and
 - line management of project staff.
- Prepare, monitor and report on the progress of philanthropic projects to MDHS and University-wide Advancement leadership.
- Maintain a register of priority philanthropic projects.
- Develop and clearly communicate project timelines, establish and monitor project goals, and coordinate appropriate follow-up actions related to priority projects.
- Use of Advance database (progressing

to OneCRM) to support relationship tracking and management.

Stakeholder Management

- Act as the liaison within the MDHS Advancement team and between MDHS Advancement and key stakeholders from across the University, ensuring philanthropic projects progress in a coordinated and strategic manner.
- Serve as an active member of the Advancement team, encouraging a strong, supportive, safe and enjoyable office culture and modelling desired behaviours to achieve this.
- Provide leadership and coaching to the Executive Assistant/Project Officer position.

Communications

- Create outgoing correspondence to members of the academic community, senior business leaders and potential donors, often on behalf of MDHS Advancement leadership team.
- Prepare first drafts of proposals, speeches, meeting preparation notes, presentations and reports for the MDHS Advancement leadership team.

- Assist with preparation of contact reports and overseeing follow-up actions from MDHS Advancement leadership team meetings and updating Advance database with relevant actions.

Other

- Carry out any other relevant duties, which are requested and are commensurate with the grade of this post.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities (see <https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>).
- This position requires the incumbent to hold a current and valid Working with Children Check.
- Occasional work out of ordinary hours, travel, etc.

Person Specification

Experience and knowledge

Essential

- A degree with considerable subsequent relevant experience and/or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience and confidence in working with and for senior executives.
- Demonstrated extensive experience in working on or leading complex project development and implementation, involving multiple internal and external stakeholders.
- Advanced proficiency in the use of the MS Office suite and familiarity with database programs.
- Demonstrated understanding of higher education issues and knowledge of the higher education sector.

Desirable

- A deep and demonstrable understanding and experience of working with donors, fundraisers and academics to bring transformational gifts to fruition.
- Familiarity with University culture, current issues affecting the tertiary sector and with University

administrative systems, processes, policies and procedures.

- Demonstrated understanding of philanthropic issues and knowledge of the Australian and international philanthropic sectors.
- Knowledge and experience using Advance or Salesforce database.
- A strong network of contacts within the health sector.

Skills and abilities

Essential

- Ability to translate strategy into tangible project plans and contribute to the planning, scoping, case development and timely delivery of projects.
- Excellent interpersonal skills and high political acumen to build and leverage strategic working relationships at all levels, appropriate to dealing with and in a complex working and external environment.
- Outstanding written and oral communication skills, as demonstrated through the delivery of proposals, business cases, strategic plans or other complex documents.
- Demonstrated capacity to exercise

sound judgment, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner.

- High-level organisational skills, including the ability to prioritise workload, work to tight deadlines in a busy changing environment, and ensure the timely delivery of projects to both internal and external stakeholders.

Desirable

- Demonstrated ability to provide leadership and direction to staff inside and outside direct line management.

Attitudes

- A high degree of tact, diplomacy and maturity to develop strong and positive relationships with key internal and external stakeholders.
- High-level judgement with the ability to solve problems and act quickly in response to issues and requests.
- Collaborative team player with the ability to work with the highest level of autonomy and independence.
- High level of discretion and confidentiality.



Next steps

Terms

To discuss salary parameters please call **Jocelyn Kelty**, Director, Australia Office.

The package includes:

Superannuation: 17%

Other benefits: <http://about.unimelb.edu.au/careers/working/benefits>

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 latest salary, 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 the University of Melbourne will take place on or around **1 December**, with panel interviews taking place on **6 December 2022**.

Closing date for applications is Monday 21 November 2022.

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

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

