

# University of New South Wales

## Senior Development Manager Foundation & Corporate Philanthropy



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# Background Information

Since our foundation in 1949, UNSW Sydney has made an ongoing commitment to improve and transform lives in Australia and globally.

UNSW is at the heart of the sophisticated global knowledge system that is shaping our future. We continue to strive to create and share critical knowledge for the benefit of society, with lasting impact. The strategies produced and implemented across our university are strengthening our ability to achieve these goals, now and into the future.

Our ambitious 2025 Strategy was developed in 2015. It provides the framework for UNSW to advance our contribution to academic excellence, our pursuit of social justice, and our commitment to achieving global impact, positioning UNSW as a valuable servant of our society.

UNSW's strategic priorities actively address the challenges we face today - from climate change and renewable energies to lifesaving medical treatments and breakthrough technologies. We aim to make an impact on people's lives around the world. In 2020, UNSW evolved its motto to "Scientia corde mente et manu" - Knowledge by Heart, Mind and

Hand. This is more than just a slogan of renewed values and aspirations. It captures the fact that we serve higher purpose and are committed to serving society through knowledge sharing and new discovery.

## Governance and Leadership

Professor Attila Brungs commenced his appointment to the role of Vice-Chancellor and President of UNSW Sydney on 31 January 2022. As a UNSW alumnus he is excited about working with the UNSW community to further enhance the University's reputation as a dynamic, progressive hub of education and research excellence. Together with the Chancellor and Chairman of the UNSW Foundation, Mr David Gonski AO, the University Council and University Senior Leadership Team, Professor Brungs is now formulating the UNSW Strategy beyond 2025.



## UNSW's societal impact framework

### Our shared, anchoring purpose and commitment to improve life on earth.

The development of UNSW's first Societal Impact Framework is taking place in 2024. This framework will inform the next UNSW Strategy and will identify areas where UNSW can have the greatest positive impact on society. The framework will also define our unique capabilities that enable societal impact and guide how we measure and evaluate it.

Societal impact encompasses the ability to improve the world by progressing environmental sustainability and resilience, social cohesion, health and wellbeing, and economic prosperity for all. As society grows more dynamic and complex, we need to be increasingly innovative, multi-disciplinary and strategic in our approach.

Further information can be found within the link to our website below.

<https://www.unsw.edu.au/societal-impact>

## Division of External Engagement

The Division of External Engagement sits under the recently appointed new Vice-President, Societal Impact, Equity and Engagement, the Hon. Verity Firth AM, and alongside the Division of Equity, Diversity and Inclusion. External Engagement is responsible for connecting the University with core stakeholders including philanthropists, alumni, government, volunteers, the media and the broader community. It is made up of six collaborative and high performing teams:

### Strategic Communications

- Corporate Communications
- Internal Communications
- Government Relations

### Development

- Fundraising & Operations
- Donor Relations
- Industry Engagement

### Centre for Ideas

- Strategic Events
- Thought Leadership
- Public Engagement

### News and Content

- Creative & Visual Content
- Social Media
- UNSW Newsroom

### External Engagement

- Faculty Engagement
- Precinct Engagement
- Alumni Experience

### Operations

- Web Transformation
- Venues & Events
- Operations & Governance





## Development

The Development team, led by Chief Development Officer, Lindsay Robinson, helps to support and enable new partnerships, collaborations and philanthropic endeavours. Under our current fundraising strategy 2015-2026, the Development team aims to focus on building relationships with significant major and principal gift donors with a view to raising \$650m+ between 2015-2025. Achieving this will rely on strengthening the culture for philanthropy on campus, partnering more closely with key internal academics, UNSW leaders and the Foundation Board in working to achieve our fundraising goal. By 2026, the Development team would like to have built future capability in technology, process and resource to raise \$100m+ annually.

## Further information:

UNSW  
<https://www.unsw.edu.au/>

UNSW 2025 Strategy:  
<https://www.2025.unsw.edu.au/>

UNSW Leadership Team  
<https://www.unsw.edu.au/about-us/our-story/governance-leadership>

UNSW Council & Committees  
<https://www.unsw.edu.au/governance/council-committees>

UNSW Development and Alumni:  
<https://www.alumni.giving.unsw.edu.au/>

# The Role

## Job Title

Senior Development Manager,  
Foundation & Corporate Philanthropy

## Location

Sydney, NSW, Australia

## Reports to

Director of Development

## Direct Reports

- Foundation & Corporate Philanthropy Writer
- Development Officer, Foundation & Corporate Philanthropy
- Development Coordinator, Foundation & Corporate Philanthropy

## Key Relationships

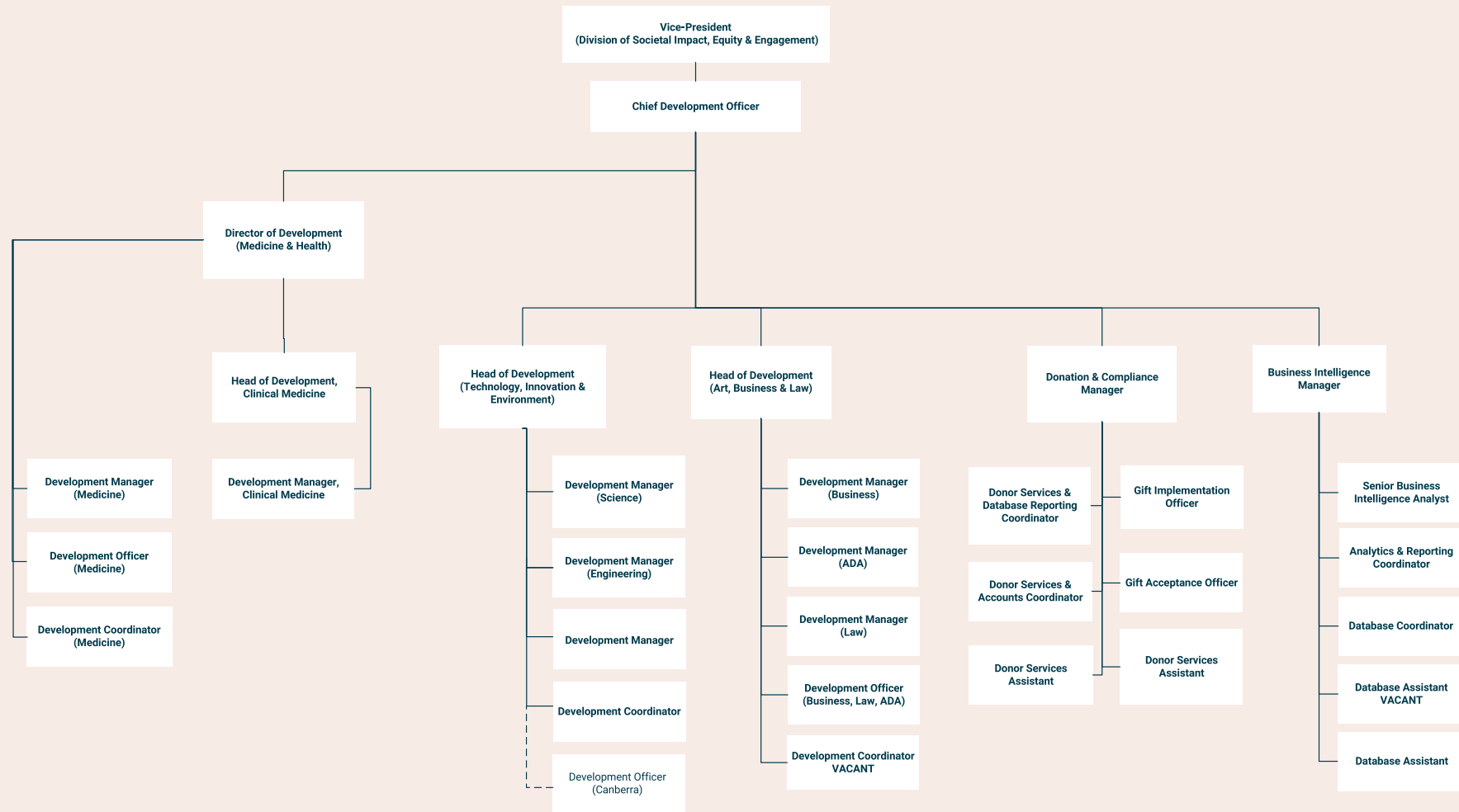
- VP Division of Societal Impact, Equity & Engagement
- Chief Development Officer
- Senior members of the Development team
- Academic leadership
- Research Grants and Contracts (RGC) Office
- Legal Office
- Finance Office

## Purpose

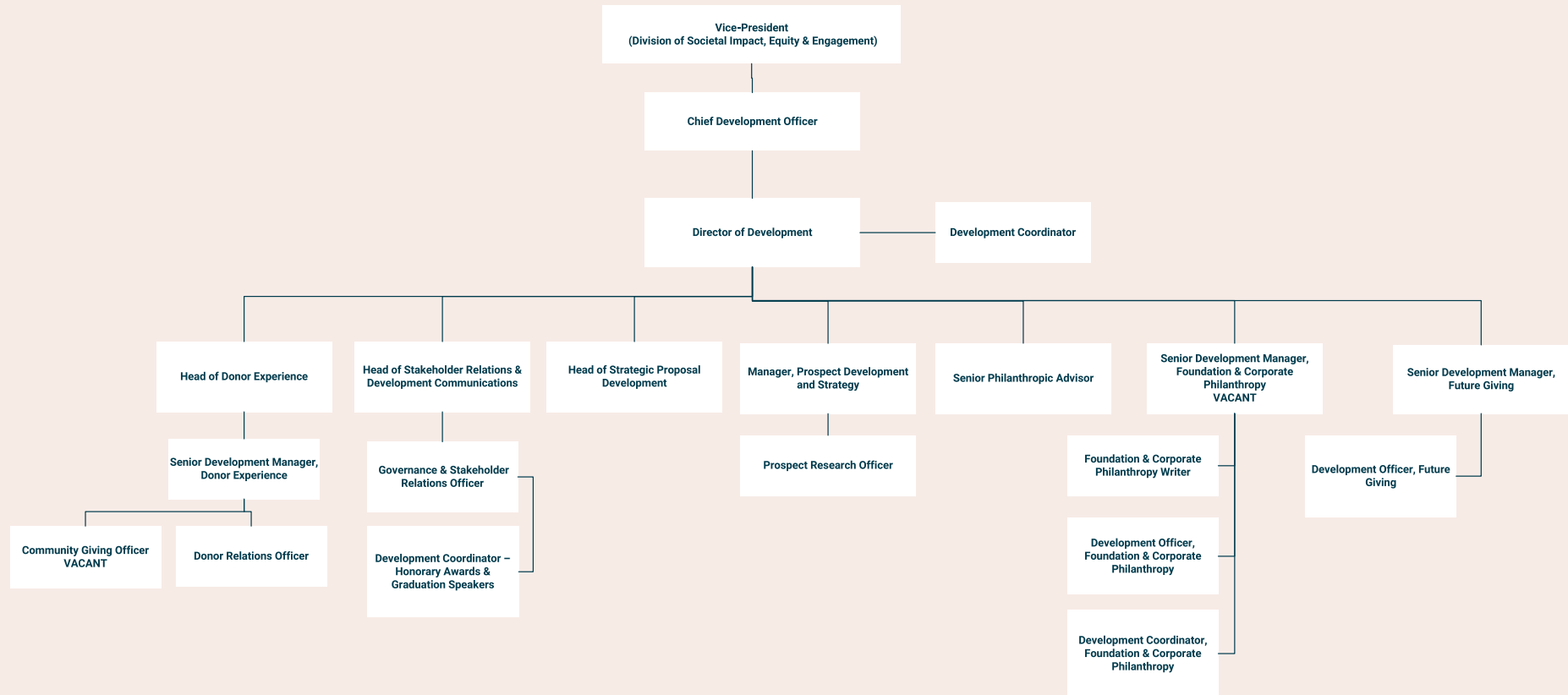
The Senior Development Manager, Foundation & Corporate Philanthropy plays a leading role in supporting UNSW's efforts to grow and diversify its philanthropic revenue streams from institutional donors, including trusts, foundations and corporations. This role is responsible for the implementation of strategies to achieve significant philanthropic revenue targets and will establish and maintain long-term relationships with a portfolio of grant funders and corporate foundation partners with a capacity of A\$1 million or more.



# Philanthropy Development Organisation Chart



# Philanthropy Development Organisation Chart





# Key Criteria for Success

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

- Become an integrated and respected member of the Development and broader External Engagement team.
- Gained an understanding of the Development team, its strategic priorities, processes and procedures, what is and isn't working, with a view to ensuring that foundation and corporate philanthropy activity is fit for purpose.
- Built strong and credible relationships internally with key internal stakeholders, across the faculties and key offices such as the Research Grants and Contracts Office, therefore establishing an understanding of the University's funding priorities and processes.
- Started to increase the Foundation and Corporate Philanthropy team's capability to be a source of information, knowledge and expertise for key stakeholders across the University.
- Drafted a strategy for foundation and corporate income in line with a wider External Engagement and University strategy going forward from 2025.
- Established good relationships with new and existing supporters both locally and internationally.
- Optimised business as usual to engage with foundation and corporate supporters of UNSW.



# Key Responsibilities

## Strategy and Leadership

- Work closely with the Director of Development to design, manage and implement strategies for foundation and corporate giving to achieve agreed targets.
- Create and implement an annual work plan to ensure activity targets (including number of monthly prospect/donor visits, proposals submitted, etc) and philanthropic income goals are achieved.
- Supervise, coach and mentor the Foundation & Corporate Philanthropy team, providing guidance and support on day-to-day activities and longer-term career development planning.
- Advance philanthropic relationships on behalf of UNSW while ensuring compliance with best practices, relevant University policies and state and federal legislation.
- Play a proactive and pivotal role in the development of the philanthropic culture across UNSW by fostering productive relationships with internal stakeholders – e.g. Deans, Heads of School, Faculty Executive Directors, Institute and Centre Directors, etc.

## Foundation and Corporate Philanthropy activity

- Develop and cultivate existing funders, prospects and new philanthropic partners in response to current and future University strategic priorities, while managing a portfolio of 50+ national/international trusts, foundations and corporations.
- Research the giving interests of institutional funders and stay abreast of philanthropic trends and recent foundation and corporate giving.
- Prepare donor materials, including but not limited to grant applications, proposals, expressions of interest, grant reports, agreements, emails, presentations, and acknowledgment letters.
- Work collaboratively with the Development team and key internal stakeholders to keep abreast of foundation and corporate giving activity across UNSW; be an expert resource providing strategic advice, information and support.
- Collaborate with the Research Grants and Contracts Office to ensure appropriate and timely management and reporting of research and philanthropic grants.

## Other

- Some development and donor related responsibilities will take place off campus, beyond regular office hours, and/or on weekends.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.



# Person Specification

## Experience and knowledge

### Essential

- Relevant tertiary qualifications with subsequent extensive experience in university development or foundation/corporate relations or equivalent competence gained through any combination of education, training and experience.
- Demonstrated experience working effectively with national/international institutional donors and success in closing gifts of \$250K+.
- Demonstrated experience of achieving high fundraising/revenue targets in a competitive environment.
- Consideration will be given to candidates with experience in foundation/corporate philanthropy and/or corporate social responsibility, gained in a university, philanthropic foundation or corporation, with a focus on high level relationship management.
- Evidence of success in building and maintaining strong relationships with senior staff, influential donors, and external organisations for successful fundraising outcomes.
- Broad knowledge of the principles of fundraising, institutional giving and

tax laws that impact charitable giving, personal assets and estates.

- Demonstrated success managing, coaching and mentoring staff, with the ability to lead by example.

### Desirable

- Experience working in the higher education sector.

### Skills and abilities

- Excellent written and verbal communication skills with proven experience preparing a range of high-level and confidential communications, including briefings, proposals and written presentations.
- Proven ability to effectively manage complex projects, which involve several interest groups to achieve strategic goals.
- Demonstrated ability in building a highly targeted and robust pipeline of foundation and corporate prospects through effective research.

## Attitudes

- A strategic mindset
- Self-motivated and high level of initiative
- Resilient and flexible
- Creative and curious
- High level of professionalism
- A team player
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

## Other

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

*Certain roles will require the flexibility to travel occasionally to frequently on behalf of UNSW. That travel may be local, regional, interstate, or international and take place over multiple days, requiring overnight stays.*



# Next steps

## Terms

To discuss salary parameters please call **Julie Baker**, Consultant, Australia Office.

### The package includes:

#### Salary

The Senior Development Manager FCP salary will be within the range \$138,171 to \$142,395 (with a pending increase to \$143,007 to \$147,379 on 1 July 2024) plus 17% superannuation, depending on demonstrable skills and experience.

Salary progression beyond the maximum of this scale is subject to performance.

#### Annual leave entitlement:

20 days plus UNSW Shutdown and leave loading.

#### Superannuation:

17% contribution

#### Relocation package:

Conditional. Details to be discussed with Richmond Associates.

#### Flexible working:

UNSW recognises the benefits of flexible work arrangements available to all staff. We aim to support you work flexibly, to help you balance your commitments at work and outside of work.

#### Staff Wellbeing:

<https://www.wellbeing.unsw.edu.au/>

## How to Apply

### Applications should include:

1. A comprehensive curriculum vitae (up to 2 pages) giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter (up to 2 pages) 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 Julie Baker, Consultant at Richmond Associates.

Interviews with UNSW will take place **early to mid May 2024**.

UNSW will reimburse travel expenses to interviews upon presentation of receipts and within one month of the end of the recruitment process.

Closing date for applications  
is Friday 26 April 2024

Please send your application to  
Julie Baker, Consultant:

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☎ +61 2 8218 2185