

POSITION DESCRIPTION



Advancement
Chancellery

Donor Relations Manager (Doherty Institute)

POSITION NUMBER	0056380
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 8 - \$110,709 - \$119,829 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part Time (0.5 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	<p>Megan McPherson Tel +61 3 9035 5817 Email megan.mcpherson@unimelb.edu.au</p> <p>Allison Howell Quinton Tel +61 3 8344 1431 Email allison.howellquinton@unimelb.edu.au</p>

Please do not send your application to this contact

THE UNIVERSITY OF MELBOURNE

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

ADVANCEMENT

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*, <https://www.unimelb.edu.au/alumni/impact>. 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 yearlong program of thanking and demonstrating the impact of the Campaign.

THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

Finding solutions to prevent, treat and cure infectious diseases and understanding the complexities of microbes and the immune system requires innovative approaches and concentrated effort. This is why the University of Melbourne – a world leader in education, teaching and research excellence – and The Royal Melbourne Hospital – an internationally renowned institution providing outstanding care, research and learning – have partnered to create the Peter Doherty Institute for Infection and Immunity (Doherty Institute); a centre of excellence where leading scientists and clinicians collaborate to improve human health globally.

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.

ABOUT THE ROLE

Position Purpose:

Donor Relations Manager (Doherty Institute) is responsible for working strategically to develop and deliver programs and activities that focus on donor engagement and recognition to continue strengthening relationships between the Institute, its Joint Venture Partners, and its donors. The scope of the donor relations function includes principal and major donor stewardship, donor acknowledgement and impact reporting communications, and engagement programs and events.

Reporting to the Associate Director, Donor Relations, and embedded within the Peter Doherty Institute of Infection and Immunity the Donor Relations Manager (Doherty) works in close collaboration with senior staff across Advancement, the Faculty of Medicine, Dentistry and Health Sciences to develop and deliver comprehensive stewardship plans that nurture meaningful forms of engagement for apex and principal gift donors.

The Donor Relations Manager (Doherty) is a senior member of the Donor Relations team. They are required to play a key role in sustaining meaningful engagement with our significant donor community by providing personal, bespoke opportunities to enable development and strengthening of relationships, with the specific objective of engaging and reporting to donors to a new Centre within the Peter Doherty Institute.

Reporting line: Associate Director, Donor Relations

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Core Accountabilities:

- Management and delivery of bespoke donor relations to a small portfolio of principal and major gift level donors giving generously to the Peter Doherty Institute for Infection and Immunity (Doherty Institute), providing relevant, meaningful and engaging donor experiences, including bespoke gift acknowledgment, communications, engagement, impact reporting and evaluation.
- Development and implementation of innovative, strategic and comprehensive stewardship plans for apex and principal and major gift donors to a named centre within the Doherty Institute, in collaboration with senior development colleagues, academic and university leaders and relevant stakeholders.
- Tracking, monitoring and evaluating the delivery of stewardship plans.
- Working in Collaboration with Gift Operations and Centre administration to collate financial information that will serve to monitor and track philanthropic income against the targets.
- Work collaboratively with colleagues to deliver bespoke, brilliant and compliant donor reports.
- Working with senior development colleagues to develop and implement meaningful donor experiences and communications for apex and principal gift donors, to connect them with the impact of their giving and deepen their connection to the Institute, the named centre within the Peter Doherty Institute and the University. Ensure a seamless transition from gift acquisition to gift establishment and donor stewardship with fundraising staff, the Gift Operations team and appropriate university staff.
- Provide expert advice to internal stakeholders within Advancement and across the Doherty Institute regarding donor relations, stewardship program and activities and gift implementation.
- Support the Associate Director, Donor Relations with input and feedback on the donor relations strategy for the Doherty Institute including measuring and analysing on outcomes and impacts.
- Ensure that processes are in place to enable relationship managers to use stewardship and engagement events for relationship building for current and prospective donors, including identification and clear briefing notes.
- Develop and manage systems and procedures to ensure appropriate recognition of donors in line with institutional policies and procedures and provide leadership on donor stewardship matters to University and Doherty colleagues.

- Undertake effective data management using the Advance CRM and coordinate system reporting requirements with relevant staff members in the Operations team to track, monitor and evaluate activities and programs.

Competencies required:

Education/Qualifications

1. The appointee will have: a tertiary level qualification in any discipline with significant relevant work experience; or an equivalent combination of relevant experience and/or education and training as per the current Enterprise Agreement classifications.

Knowledge and skills:

1. Outstanding written communication and interpersonal skills, appropriate to dealing with stakeholders and supporters including principal gift level donors, senior volunteers, and senior colleagues.
2. Demonstrable record of operating successfully in a large, complex organisation and managing complex relationships across a culturally diverse base of customers, to effect positive outcomes and advance organisational objectives.
3. An understanding of best practice stewardship and the role of stewardship and donor relations strategy in a campaign environment.
4. Ability to demonstrate creativity, strategic thinking and stakeholder management skills, enabling success by working through complex and diverse stakeholder groups.
5. Experience providing high-level customer service to diverse populations.
6. Ability to build professional and trusting relationships with internal and external constituents.
7. Ability to demonstrate reliability and integrity when dealing with the donor community.
8. A high level of drive and initiative with a demonstrated ability to formulate, develop and implement ideas to achieve objectives and manage competing tasks with deadlines.
9. Experience in a university/tertiary, medical research institute or hospital environment is desirable.

Desirable:

- An understanding of medical, scientific and health terms and concepts, and the skills to translate such information into a variety of formats for different audiences.

Other job-related information:

Willingness to work flexible hours, especially in relation to attending after hours donor events

Employment in this position is conditional upon receipt and maintenance of a Working with Children Check

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>