

**POSITION DESCRIPTION – General Staff  
For levels 6/7 and above**

Position Title: Development Manager Level: 10  
Division: Advancement Division Department: Chief Administrative Officer Portfolio

**Primary purpose of the position:**

The Development Manager is responsible for securing philanthropic gifts to support the University's strategic priorities. In addition to securing support the role is responsible for overseeing the operational components and relationship management of the philanthropic program on behalf of the University of Wollongong (UOW).

The Development Manager will work closely with the Director of Advancement and lead the development team to implement engagement and fundraising plans. The Development Manager will be closely involved in the development and implementation of regular giving, major gift and bequest strategies. The Development Manager will also work closely with Senior Development Coordinators to identify and approve strategies for developing relationships to meet fundraising targets.

The Development Manager is responsible for the implementation of fundraising policies and procedures including acceptance of gifts, acknowledgement and providing regular financial reports. The Development Manager has supervisory responsibility for the development team.




**Position Environment:**

The Advancement Division is responsible for the strategic, university wide, integration and co-ordination of alumni relations, fundraising and community engagement functions to support the development of enduring relationships to provide multiple opportunities and connections to support the mission of the University of Wollongong.

The Advancement Division contributes to the University of Wollongong's ability to outline a strong vision and build the commitment of stakeholders that supports its ability to compete effectively in a global context.

**Major Accountabilities/Responsibilities:**

	Responsibilities	Outcome	Percentage of Time	Office Use Only
1.	<p><b>Key Objectives:</b></p> <ul style="list-style-type: none"> <li>Identify and manage a portfolio of prospective major donors to secure gifts towards key priorities</li> <li>Maintain retention rate of major donors to the University of Wollongong</li> <li>Meet quarterly fundraising targets as agreed with the Director of Advancement including the number of proposals for support</li> <li>Provide support for the Director of Advancement in relationship building and stewarding of significant donors and bequestors</li> <li>Provide support and implementation of fundraising strategies and campaigns for the UOW USA</li> </ul>	<ul style="list-style-type: none"> <li>Reach annual fundraising targets from donors on and offshore</li> <li>Support UOW in securing gifts for key projects and activities</li> <li>Develop plans and gift proposals</li> <li>Implement donor stewardship plans and activities</li> <li>Support with solicitation and stewardship of</li> </ul>	55%	

	<p>Foundation</p> <ul style="list-style-type: none"> <li>Oversee the management of relationships with prospective and current donors by members of the Development team</li> <li>Oversee the development of stewardship plans for donors and support their implementation.</li> <li>Oversee the production of donor communications and stewardship activities.</li> </ul>	<ul style="list-style-type: none"> <li>prospects managed by Senior Development Coordinators</li> <li>Effective communication with donors</li> </ul>		
2.	<p><b>Strategic Planning and Execution:</b></p> <ul style="list-style-type: none"> <li>Implement fundraising strategies to increase philanthropic gifts and other contributions to the University of Wollongong.</li> <li>Undertake significant relationship building activities with key internal stakeholders to support fundraising initiatives.</li> <li>Implement strong communications program to support fundraising strategies and stewardship of donors</li> <li>Develop and effectively allocate operational budget for fundraising.</li> </ul>	<ul style="list-style-type: none"> <li>Fundraising plan and targets</li> <li>Positive internal relationships that support fundraising activities</li> <li>Priority fundraising projects progressed</li> </ul>	20%	
3.	<p><b>Leadership and Problem Solving:</b></p> <ul style="list-style-type: none"> <li>Provide leadership, management and support to development staff</li> <li>Lead the Development team to implement strategies to achieve fundraising targets</li> <li>Oversight for the implementation of regular giving and major gift programs</li> <li>Implement Moves Management processes and procedures to guide prospect identification, research and development, cultivation, ranking, solicitation and stewardship.</li> <li>Monitor and evaluate staff performance against targets.</li> <li>Provide leadership, management and coaching to Development staff to ensure effective teamwork.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Effective implementation of fundraising strategies</li> <li>Growth in donor retention, average gift and participation rate in Annual Fund</li> <li>Moves Management implemented to support fundraising priorities</li> </ul>	20%	
4.	<p>Finance and Operations:</p> <ul style="list-style-type: none"> <li>Liaise with the Advancement Services team to ensure that all gifts receive appropriate acknowledgement Provide written reports on fundraising activities and outcomes</li> <li>Work with the research team to identify new prospects and develop plans</li> <li>Effective management of the development operational budget.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to develop measures for assessing fundraising performance against targets.</li> <li>Perform data analysis to assess performance.</li> <li>Develop regular internal reports to present fundraising results, both qualitative and quantitative.</li> <li>Develop regular reports for donors and external stakeholders to provide accountability and transparency and build confidence in financial management of gifts.</li> </ul>	5%	

5.	Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
6.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
7.	Have WH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/document">http://staff.uow.edu.au/ohs/commitment/responsibilities/document</a>	To ensure a safe working environment for self & others.	Ongoing	

### Reporting Relationships:

Position Reports to:	Director of Advancement
The position supervises the following positions:	Senior Development Coordinator (2), Development Officer, Communication Officer
Other Key Contacts:	Advancement Division and outlined below

### Key Relationships:

#### Contact/Organisation:

- Donors
- Alumni Relations Manager
- Database Administrator
- Other Advancement staff
- UOW staff
- UOW finance
- UOW staff

#### Purpose & Frequency of contact

- Identification, qualification, cultivation, solicitation and stewardship of alumni and donor prospects
- Relationship development with UOW Alumni
- Donor record management and reporting
- Relationship development with key stakeholders
- Relationship development to support fundraising initiatives
- Effective gift management and policies and procedures for donation processing

### Key Challenges:

1. The ability to combine the supervision of other staff with the management of a personal portfolio of fundraising relationships and meet targets.
2. Management of a diverse team with varying levels of experience in fundraising and involvement with UOW.
3. The ability to remain motivated over lengthy periods of donor relationship and stewardship activities.
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

### SELECTION CRITERIA - Knowledge & Skills:

#### Essential:

- High level of maturity and personal integrity to interact effectively with internal and external constituencies, and to develop and sustain dynamic relationships with donors, colleagues and senior staff
- Highly developed oral, written and interpersonal communication skills

## SELECTION CRITERIA - Education & Experience:

### Essential:

- Bachelor degree or Postgraduate qualifications in a related area
- Demonstrated experience of securing philanthropic gifts and/or financial support for strategic priorities
- Demonstrated experience in working with prospective donors and supporters
- Demonstrated experience in leading teams to achieve strong outcomes
- Budget management and organisational skills, with an ability to develop, implement and monitor budgetary plans and achieve targets
- Ability to effectively manage multiple projects and responsibilities

### Desirable:

- Demonstrated experience in a range of IT systems and programs, particularly including relationship databases
- An understanding of tertiary education and the university environment

## Special Job Requirements:

- The role involves attending events, activities and meetings outside of hours
- The role involves travel to meet with prospective and current donors
- The role involves supervising calling campaigns that are conducted out of hours

## Organisational Chart:

Organisational chart coming soon

## Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

### *All Staff*

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).
- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

## Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.