

FUNDRAISING PRIORITIES MANAGER
POSITION DESCRIPTION

Position Title:	Fundraising Priorities Manager	Position Number:	Faculty/Division: Office of the Vice-Chancellor and President
Classification:	HE07	No. Direct Reports & Highest Classified Position: Nil	School/Branch: University Engagement
FTE: 1.0	Reports to: Director of Development	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: Development
Position Summary:	<p>The University Engagement Branch comprises four units: Alumni Relations, Development, Stakeholder Relations and Operations. The Branch has been created to develop and foster partnerships and links with business, government, alumni, donors and the wider community and to optimise the effectiveness and efficiency of engagement activities within one portfolio.</p> <p>The Fundraising Priorities Manager is responsible for coordinating the identification of strategically focussed University projects that closely align to the vision, mission and objectives of the University, and which will have the greatest appeal to attract new and existing donors. The Manager works with internal fundraising project champions (Branch and Faculty based) providing communications advice and writing cases for support for fundraising priorities. In collaboration with University Engagement Branch staff the Manager prepares funding proposals, information and collateral for priority projects and will report to the University Engagement leadership team on the progress of specific priority projects, including compiling donor feedback, as required.</p>		
Position Characteristics:	Scope	Working under limited direction and with a degree of autonomy, the Fundraising Priorities Manager works closely with the University Engagement Branch leadership team and senior staff within the Faculties and Schools to identify, develop and refresh a suite of University fundraising priorities, resulting in a co-ordinated, appealing, and accessible portfolio of fundraising opportunities that aims to increase significantly the level of philanthropic support for the University.	
	Significant internal/external relationships	Chief Engagement Officer University Engagement Directors and Staff Executive Deans and Heads of Schools Senior Management Team including Infrastructure and Finance Faculty Business Managers Marketing and Communications Branch Research Branch Adelaide Research and Innovation	
	Special conditions	Reasonable workplace adjustments will be made for people with a disability. Work out of standard hours may be required.	
	Delegations	Nil	

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Key Responsibilities and Outcomes	1	Fundraising Priorities	<ul style="list-style-type: none"> ▪ In conjunction with senior staff and academics, identify and develop projects that strategically align to University objectives and that have the potential to attract new and existing donors to the University, including the writing of fundraising proposals and enabling effective prioritisation of fundraising priorities across the University. ▪ Assist the Director of Development in the development, presentation and marketing of approved fundraising priorities and continually review these to ensure their relevance to University strategic objectives and resonance with prospective supporters. ▪ Report to the University Engagement Branch leadership team on the ongoing relevance of current fundraising priorities and seek support for the introduction and approval of new fundraising initiatives or the close out of current initiatives. ▪ Liaise regularly with the Strategy and Planning Manager on Branch adherence to agreed project plans, milestones and targets maintaining an active communication channel regarding any changes as they arise. ▪ Recommend improvements to policies and guidelines that mitigate University risks during the implementation of any fundraising activities.
	2	Philanthropic Positioning	<ul style="list-style-type: none"> ▪ Work collaboratively with academic and administrative staff to source, assess and create materials required for devising fundraising proposals (i.e. case for support, budgets, timelines, statement of impact etc). ▪ In association with academics and Development staff, translate complex academic work into inspiring copy for a donor audience. ▪ Supporting the donor cultivation work of the Development team, write funding proposals and information sheets for approved fundraising priorities to inspire potential donors, to ensure consistent messaging, writing style, and adherence to University protocols and industry best-practice. ▪ Ensure the appropriate areas of the University, including the University Engagement Branch, are aware of any philanthropic grant writing activity to ensure the University undertakes a coordinated and strategic approach to philanthropic trusts and foundations.
	3	Stakeholder Engagement	<ul style="list-style-type: none"> ▪ Support the Director of Development and the Director of Stakeholder Relations to develop effective and timely communications of priority fundraising initiatives to the wider University community. ▪ Work collaboratively with the University Engagement Branch communications team and contribute copy for web, print and internal channels to help inspire giving to the University's key priorities.

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Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> • Delivers high quality output. • Committed to meeting deadlines even with demanding timeframes. • Negotiates and sets expectations for work commitments.
		Communication	<ul style="list-style-type: none"> • Uses appropriate communication methods for effective interactions with a preference towards personal interactions. • Is persuasive and confident in communicating ideas. • Negotiates win-win outcomes by exploring different positions and building consensus.
		Flexibility and Adaptability	<ul style="list-style-type: none"> • Adapts responses and tactics to fit changing circumstances. • Provides ideas for improvement and constructive input into change initiatives.
		Leadership	<ul style="list-style-type: none"> • Leads projects in area of responsibility. • Displays a confidence in own ability and a willingness to continually develop own skills and knowledge. • Portrays the organisation and work area in a positive manner.
		Relationship Building	<ul style="list-style-type: none"> • Focuses upon establishing and maintaining productive relationships with key internal groups to ensure collaborative work practices. • Develops a broad network of useful contacts both inside and outside the University. • Builds trust in relationships through maintaining confidentiality and keeping commitments.
		Teamwork	<ul style="list-style-type: none"> • Accomplishes shared goals through accepting joint responsibility. • Supports team members to achieve their goals by sharing workloads. • Exercises tact, tolerance and humour to promote team harmony.
	Knowledge and Experience	<ul style="list-style-type: none"> ▪ Proven ability to effectively manage complex projects which involve several interest groups to achieve strategic goals ▪ Demonstrated ability to lead and work effectively within a complex and changing environment ▪ Demonstrated high level communication skills, in particular experience in working closely with curators or academics to prepare written content for marketing, public relations and fundraising proposals to general audiences ▪ Demonstrated experience in providing high-levels of proactive customer service to internal stakeholders ▪ Demonstrated ability to deal with confidential and sensitive matters ▪ Sound knowledge of the Australian Higher Education sector preferred 	

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	Qualifications	<ul style="list-style-type: none"> ▪ Graduate qualifications in a related field (science or health particularly desirable) ▪ Marketing and journalism qualifications and/or extensive experience highly desirable 	
Occupational Health, Safety and Welfare Requirements	<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 		
University Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 		
Approvals: Head of School / Branch Manager	<p>Head of School / Branch Manager</p> <p>Name: Kate Robertson</p> <p>Signature:</p> <p>Date:</p>	<p>Director Human Resources</p> <p>Name: Signature:</p> <p>Date:</p>	
Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position</p> <p>Name: <i>(please print)</i> Signature: Date:</p>		