

# DEPUTY DIRECTOR, PRINCIPAL AND MAJOR GIFTS

**Job no:** 0039295

**Work type:** Continuing

**Location:** Parkville

**Division/Faculty:** Vice-Chancellor's Office

**Department/School:** Advancement

**Salary:** Senior Manager 1

**Role & Superannuation rate:** Professional - Full time - 17% superannuation

The University of Melbourne is at the forefront of higher education in the Asia-Pacific region and the world, with outstanding performance in international rankings, to ensure its continued success into the future, the University has embarked on the second phase of Believe: The Campaign for the University of Melbourne. The Campaign is the largest initiative of its kind in the Asia-Pacific region with its goal of raising \$1B and actively engaging with 100,000 alumni by the end of 2021.

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) is Australia's leading health and medical faculty and has contributed to the health and wellbeing of society since its inception – training excellent clinicians and producing high-impact research that makes a real difference to people's lives. The Faculty has raised \$321m since the start of the Believe Campaign which has mobilised crucial projects in fields including epilepsy and cancer, and supported scholarships for students facing financial difficulty.

The Faculty now seeks a **Deputy Director, Principal & Major Gifts** with responsibility for maximising the Faculty's philanthropic income through the raising of major and principal gifts at the \$1m+ level. Reporting to the Director of Advancement, MDHS, the Deputy Director will work closely with the Dean of the Faculty to further define a suite of fundraising priorities for the Faculty. Fundamental to the role will be the further consolidation and development of the MDHS major gift fundraising team, ensuring the highest quality of major gift development activity is achieved.

The successful candidate will demonstrate senior level experience in major gift fundraising at the 6 and 7 figure level gained within a complex environment, ideally in health or education. Consideration will also be given to candidates with stakeholder management or business development experience gained within the higher education sector. Fundamental to success will be the ability to lead, coach and mentor a high performing team of development staff. A flexible and adaptable approach with robust communication and interpersonal skills will also be key.

## 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.

The Position Description is available in the University advertisement here: <http://jobs.unimelb.edu.au/caw/en/job/901446/deputy-director-principal-and-major-gifts>

Further information can also be downloaded from the Richmond Associates website at <http://www.richmond-associates.com>

**Please send your application to Deann Stevens, Business Support Administrator, Richmond Associates at [dstevens@richmond-associates.com](mailto:dstevens@richmond-associates.com)**

**Applications close:** 9 Dec 2019 11:55 PM AUS Eastern Daylight Time

