

WESTERN SYDNEY UNIVERSITY



Ref 2537/22, Development Manager - Trusts & Foundations, Office of Engagement & Advancement

About Western Sydney University

Working at Western Sydney University means you'll be part of an organisation that's ranked in the top 2% of universities worldwide and is a research leader – with 85% of the University's research being at or above world standard. We understand the key to your success is unlocking your true potential – just as we do with our students. Our 3,000 staff members work together to enable a dynamic, inclusive and innovative culture that is distinctly research-driven and student-centred.

Western Sydney University has been ranked first in the world in the prestigious Times Higher Education Impact Rankings 2022, which assess universities on their commitment to the United Nations' Sustainable Development Goals (SDGs).

About the Role

The Office of Engagement and Advancement are seeking a Development Manager, Trusts & Foundations to join the team.

The Development Manager, Trusts and Foundations, will manage the income stream for the Office of Advancement philanthropic funds received from private trusts and foundations, Private Ancillary Funds (PAFs), corporate foundations and other grant-making entities or donors. These funds will contribute to the provision of scholarships for students, priority research projects, and other campaign or special projects as determined in consultation with the Executive Director, Advancement.

The Development Manager, Trusts and Foundations will increase philanthropic support from this donor group by developing and implementing a sophisticated and comprehensive strategy that aligns with the values and mission of the University.

This position will also identify, research and develop relationships with trusts and foundations and compile, submit and acquit donations from these entities, ensuring that donor relationships are nurtured and developed so that donors experience positive engagement with the University.

For further details outlining the responsibilities of this position, please refer to the position description below.

Benefits

Western Sydney University has long been identified as a University of the people. We value the contributions made by our staff and recognise that they underpin the enablement of our mission and values. In return, we offer:

- 35 hour work week
- Professional development opportunities
- 17% super contributions

Remuneration Package: HEW Level 8 \$123,297 to \$136,873 p.a. (comprising Salary of \$104,187 to \$115,659 p.a., plus Superannuation and Leave Loading)

Position Enquiries: Please contact Peter Leunig, Executive Director, Advancement via email at P.Leunig@westernsydney.edu.au

Closing Date: 8:30pm, Sunday 10 July 2022

To Apply: Please use the following link to submit your application
<https://uws.nga.net.au/?jati=41DE3929-5075-8CC7-6B9A-C88D82CBBE74>

In addition to your resume and cover letter, you are required to address the selection criteria in your application. Only those applications submitted via the WSU online recruitment system will be accepted.

To be eligible for this position you must provide evidence of your Australian Citizenship or Permanent Residency at time of application.



POSITION DESCRIPTION

Position Title:	Development Manager – Trusts & Foundations
Classification:	HEW Level 8
Establishment No.:	7007390
Reporting to title & establishment / position No.:	Development Manager/7007388
School/Office:	Office of Engagement & Advancement
Division:	People & Advancement

Context:

Western Sydney University is a modern, forward-thinking, research-led university, located at the heart of Australia's fastest-growing and economically significant region, Western Sydney. Boasting 11 campuses – many in Western Sydney CBD locations – and more than 200,000 alumni, 49,500 students and 3,500 staff, the University has 13 Schools with an array of well-designed programs and degrees carefully structured to meet the demands of future industry.

The University is ranked in the top two per cent of universities worldwide, and as a research leader, over 85 per cent of the University's assessed research is rated at 'World Standard' or above.

The University's strategic plan, Sustaining Success: 2021-2026, articulates the University's values and commitments of being or providing:

- Excellence guided by the principles of sustainability, equity, transformation and connectedness.

The University's clear mission is to create thriving communities by producing successful graduates and impactful research.

The mission is driven by four strong values:

1. Boldness
2. Integrity
3. Fairness
4. Excellence.

The Division of People and Advancement has four business units:

- People
- Engagement and Advancement
- Student Experience and Marketing
- Student and University Planning

The Office of Engagement and Advancement will work collaboratively with First Peoples, regional, national and international communities, peer universities, other tertiary education providers and industry partners to leverage existing innovations and programs across the University and within our communities. This includes but is not limited to Western's Alpha platform, The Academy, Western Sydney Creative, True Reward, Widening Participation,



POSITION DESCRIPTION

Philanthropy and Community Engagement. The Office will ensure the University's transformation into an engaged campus network will be pursued in aid of the communities we serve and the economic, social and environmental wellbeing of Greater Western Sydney.

Under the leadership of the Executive Director, Advancement, who reports to the Pro Vice-Chancellor, Engagement and Advancement, the Office of Advancement is organised into the following teams:

- Development
- Annual Giving
- Stewardship and Donor Relations

The Development Manager, Trusts and Foundations, will manage the income stream for the Office of Advancement philanthropic funds received from private trusts and foundations, Private Ancillary Funds (PAFs), corporate foundations and other grant-making entities or donors.

The Development Manager, Trusts and Foundations will increase philanthropic support from this donor group by developing and implementing a sophisticated and comprehensive strategy that aligns with the values and mission of the University.

Position Purpose:

The Development Manager, Trusts & Foundations will work closely with all members of the Development Team and the Office of Advancement, and with school, institute and professional services colleagues based at all of the University's campuses. The role will source significant philanthropic funds that contribute to the provision of scholarships for students, priority research projects, and other campaign or special projects as determined in consultation with the Executive Director, Advancement.

The Development Manager, Trusts & Foundations is required to assist with the planning and implementation of a comprehensive major gift fundraising program which attracts and activates major donors to the University. The role will include the management of a portfolio of donors including trusts and foundations and individual donor relationships.

The Development Manager, Trusts & Foundations will identify, research and develop relationships with trusts and foundations and compile, submit and acquit donations from these entities, ensuring that donor relationships are nurtured and developed so that donors experience positive engagement with the University.

Dimensions:

Number of direct reports: Nil

Titles of direct reports: N/A

Number of indirect reports: Nil



POSITION DESCRIPTION

Major Responsibilities	Accountabilities
<p>1. The Development Manager, Trusts & Foundations core objective is to raise significant philanthropic funds in the form of significant grants from charitable trusts, foundations and grant-making bodies.</p>	<ul style="list-style-type: none"> • Significant contribution to achieving financial targets and growing the number of new trusts and foundations supporting the University.
<p>FUNDRAISING</p> <p>2. To cultivate and manage a pool of major gift donors and prospects, focussing on trusts and foundations, with a view to raising philanthropic funds in support of Western Sydney University as follows:</p> <ol style="list-style-type: none"> a. Develop a comprehensive rolling program of targeted and specific trust and foundation applications that relate to strategic fundraising priorities of the University. b. Conduct regular meetings with trusts and foundations to assess propensity to give, promote the work of the University and secure philanthropic funds. c. Compile complex academic information from a variety of sources and construct compelling proposals for trust and foundation applications. d. Adopt and implement a trust and foundation fundraising strategy that aligns with the Office of Advancement and University priorities. e. Ensure funds raised from trusts and foundations align with the Sustaining Success 2021-2026 strategic objectives. f. Align trusts and foundations applications with University projects such as Town & Gown, Giving Day and other specific projects as determined by University executive. 	<ul style="list-style-type: none"> • Successful solicitation of trust and foundation grant opportunities and ongoing relationship management of existing and new donor portfolio. • Engage with best-practice industry platforms and advisory groups to identify relevant trust and foundation opportunities, ensuring application deadlines are met. • Build and maintain a portfolio of philanthropic trusts and foundations and secure donations in support of strategic University projects. • Submit proposals that are concise and compelling and that outline the excellence in research and teaching across the Schools and Institutes of the University. • Develop an annual trusts and foundation strategy that is engaging and relevant . • Trust and foundation fundraising opportunities are prioritised against the University's strategic plan. • Strategies are developed to engage philanthropic support aligned with the University's fundraising priorities.



POSITION DESCRIPTION

<p>RELATIONSHIP MANAGEMENT</p> <p>3. Support relationship management systems to ensure that the giving potential of each individual funding body is maximised.</p> <ul style="list-style-type: none"> a. Develop and action effective cultivation plans for select portfolio of trusts and foundations. The role will engage internal prospect research to inform these plans in order to ensure the most successful outcome. b. Develop and implement engagement opportunities for trust and foundation donors, working closely with the Stewardship and Donor Relations team to deliver these activities. c. Ensure that trust and foundation donors receive timely and appropriate reports that outline the progress and outcomes of funded projects. d. Work closely with senior academics and support staff across the University in order to stay familiar with priority projects in order to seek funding in support of research and to build a culture of philanthropy across the University. 	<ul style="list-style-type: none"> • Enact cultivations plans for donors that result in successful grant applications and build ongoing relationships with significant donors. • Attend donor receptions and events that foster relationships with donors and build capacity for future donations. • Compile and present succinct donor reports in a timely and professional manner. • Regular meetings with Deans, Directors, academics and support staff to assess and develop proposals for philanthropic support.
<p>STRATEGY</p> <p>4. Work with the Executive Director, Advancement to maximise philanthropic income for the University through trusts and foundations:</p> <ul style="list-style-type: none"> a. Provide timely and accurate reports to the Executive Director, Advancement and other senior University staff as requested, outlining trust and foundation fundraising activity. b. Adhere to best-practice fundraising guidelines and legislation. 	<ul style="list-style-type: none"> • Prepare relevant and timely reporting that measures the trusts and foundations fundraising activity including number of applications submitted, success rate of proposals and amount raised from trusts and foundation applications. • Demonstrated participation in the moves management and portfolio performance review process through accurate data entry and reporting in the Raisers Edge database.



POSITION DESCRIPTION

<ul style="list-style-type: none"> c. Be an active member of the Office of Advancement, including attending team meetings, office meetings, strategic planning initiatives and other fundraising-related forums. d. Work within budgets as required and plan activities that are cost effective. 	<ul style="list-style-type: none"> • Active participation in Strategy and Team Planning days, working groups as requested and other regular Advancement team meetings as required... • Budgets are adhered to and duties are undertaken in line with requirements of the position and initiatives being undertaken
<p>Work Health & Safety Requirements</p>	<p>All staff are required to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health & safety • Take reasonable care for the health and safety of others including the implementation of risk control measures within their control • Comply with all reasonable instruction by the university • Participate in activities and programs designed to improve health and safety • Report potential hazards and incidents in the workplace • Notify their supervisor of any injuries or illness that occurs in their workplace
<p>University Expectations</p>	<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 cyclical Career Planning Development Process, which includes an annual review of their performance against agreed operational and performance objectives set in MyCareer Online • Perform their responsibilities in a manner which reflects and responds to continuous improvement • Read, understand and comply with all University policies and procedures; • Undertake risk management and actively support and participate in the risk management processes adopted by the University which include identifying, analysing and evaluating risk that may impact on the University • Work at and travel between other University campuses from time to time as may be required during the course of employment • Complete all mandatory training modules within the first six weeks of commencement with the University. Your supervisor will check to ensure compliance with this mandatory requirement • Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.



POSITION DESCRIPTION

Key Relationships to Position	Purpose of Relationship
<p>Internal:</p> <ul style="list-style-type: none"> Executive Director, Office of Advancement Staff of the Office of Advancement, especially the Development Team Senior Academic and Professional Staff University Divisional staff, e.g. Finance, HR, IT, Research 	<ul style="list-style-type: none"> To provide updates on Development activities and to receive direction Direct and indirect reports To provide updates and to engage for the purposes of Development activities. Procedural and operational issues
<p>External:</p> <ul style="list-style-type: none"> University Foundation Council members Alumni Trusts and Foundations, Donors and prospects Business and Community Leaders 	<p>For all externals:</p> <ul style="list-style-type: none"> To provide updates on Development activities. To build strategic relationships for the purposes of soliciting major gifts for the University, to retain as donors and to increase the number of champions/endorsees for the University and its strategic priorities.

Key Challenges of the Position:
<ul style="list-style-type: none"> Building a strong and engaging culture of philanthropy across the University. Creativity in the production and sourcing of gifts and cultivation planning. Good judgement on complex issues and capability to make independent decisions. Achieving fundraising and other development targets within projected timeframes. The Development Manager – Trusts & Foundations will be required to undertake other duties as commensurate with the level and scope of the role, involving occasional work outside of core hours.

Delegations Exercised	Recommendations Expected
<ul style="list-style-type: none"> This position does not hold formal delegations under the Delegations of Authority policy. 	<ul style="list-style-type: none"> Recommendations with regard to potential improvements in processes or campaign activities.



POSITION DESCRIPTION

Mandatory Training Requirements:

- WHS Online Modules: 1, 2, 3 and 4
- Raiser's Edge CRM training
- Recruitment and Selection
- Equal Opportunity Modules
- Privacy Management Online Modules
- Orientation Online Modules
- University Orientation Day (for new starters)
- TRIM
- Cyber Security at Western Sydney University
- Reducing the Transmission of COVID-19 at Work

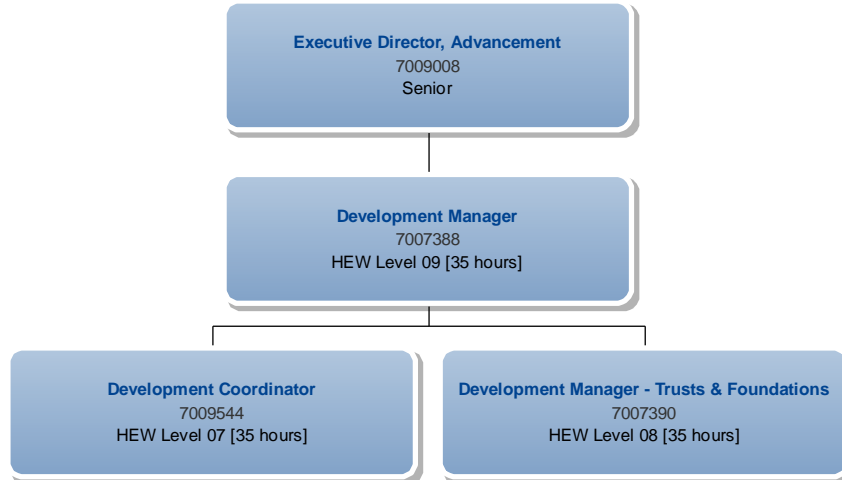
Selection Criteria:

1. A degree or equivalent qualification and/or demonstrated experience and capability in Trust and Foundation or major gift fundraising, preferably for a university and/or experience of building long-term customer relationships in sales or marketing in a 'cause-related' or not-for-profit environment.
2. High level interpersonal skills, particularly in relation to influencing and building effective relationships within the University and externally, including outstanding communication, networking and negotiating skills appropriate to representing the University to national and international figures of influence and affluence.
3. High levels of written skills in developing and submitting applications / proposals to a range of sources, ability to draft gift agreements and to ensure that all points are met.
4. Strong organisational and planning skills, a strong team player with a 'can do' attitude, with excellent and proven ability to work to targets.
5. Knowledge of the fundraising sector and philanthropy, funding sources and potential revenue streams.
6. Ability to think differently and deploy creative and innovative approaches to philanthropic endeavours which have yielded successful outcomes.
7. Ability to inspire confidence, exercise good judgement on complex issues and capability to use initiative.
8. Knowledge, experience and skills in IT, including Microsoft Word office applications, databases; e-mail systems; a high level of competence in creating and producing reports using Word. Experience using the Raiser's Edge donor relationship management database would be advantageous.



POSITION DESCRIPTION

Organisational Chart:



Position description approved by:

Executive Director, Human Resources

Date position description approved:

2 0 / 0 7 / 1 8

Position description last reviewed by:

Revised and updated

Date position description last reviewed:

2 2 / 0 3 / 2 2