

We are seeking to appoint a Philanthropy Manager (Northern Projects) in the Advancement Office within the Division of the Vice-Chancellor.

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### **Philanthropy Manager (Northern Projects)**

- Full time, ongoing position
- Based in Launceston
- Opportunity to make a difference and play a key role in strengthening philanthropic support from the University's northern Tasmanian stakeholder communities

The Advancement Office manages relationships and builds support for the advancement and benefit of the University in its mission to address some of Tasmania's and the world's greatest challenges, through our inspirational network of alumni and friends, as well as our local, national, and international communities.

#### **The Opportunity**

The Philanthropy Manager (Northern Projects) is responsible for developing and managing the University's relationship with its northern Tasmanian stakeholder communities. Under the broad direction of the Director, Advancement and in collaboration with the Associate Director, Strategic Initiatives (Philanthropy) and other Advancement staff the incumbent will work to implement a pipeline of donors and increase philanthropic support.

#### **Key Accountabilities:**

- Leverage off University precinct developments to mobilise community interest and philanthropic support for the University's key fundraising priorities in northern Tasmania, including:
  - Generating a pipeline of philanthropic gifts by identifying and cultivating relationships with key prospects
  - Managing a portfolio of assigned prospects and donors
  - Actively soliciting major gifts to contribute towards the Advancement Office achieving its annual financial targets
  - Activating regional community interest by highlighting the University's Northern Transformation projects at Inveresk, Launceston and new campus at West Park, Burnie in donor cultivation and stewardship efforts
- Build the University's Top Prospect List with the Advancement Services Coordinator (Research) to ensure a robust 'moves management' system is implemented, maintained, and evaluated
- Coordinate, implement, and deliver initiatives and activities as agreed by the Director, Advancement and the Associate Director, Strategic Initiatives (Philanthropy)
- Undertake other duties commensurate with the qualifications and responsibilities for the level of the position

#### **Success criteria:**

- Demonstrated success and experience in fundraising and relationship management
- Experience operating within a strong professional network in the fundraising community
- Demonstrated experience in initiating and cultivating personal relationships across a broad range of professionals, existing and potential donors, alumni, faculty, and other staff leading to philanthropic support
- An excellent communicator with strong oral, written, and people skills and the ability to communicate, network, and work effectively with a range of people
- Ability to act independently using initiative, judgement, and discretion particularly when dealing with matters of a confidential nature

- Demonstrated ability to contribute to a positive team culture and environment
- A strong commitment to the tertiary education sector and desire to champion the University of Tasmania to our communities
- Demonstrated information technology skills, with competence using a range of computer software packages, including CRM (e.g., Raiser's Edge), Excel, PowerPoint

**Remuneration**

Appointment to this role will be at HEO 7 and will have a total remuneration package of up to \$119,950 comprising base salary within the range of \$93,273 to \$102,521 plus 17% superannuation.

**COVID-19 Update:**

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians.

Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.

**How to Apply**

- To apply online, please provide the following supporting documentation:
  - Resume
  - Cover letter outlining your suitability and motivation for the role
  - Your responses to the success criteria
- For further information about this position, please contact Clarissa McCoid, Associate Director – Strategic Initiatives (Philanthropy) [clarissa.mccoid@utas.edu.au](mailto:clarissa.mccoid@utas.edu.au) or 03 [6226 1742](tel:62261742). Please visit <https://www.utas.edu.au/jobs/applying> for our guide to applying and details on the recruitment process.

**Applications close Friday, 9 September 2022, 11.55pm**

*To be eligible for this position, you are required to have Australian citizenship, permanent residence or a current valid visa that allows you to fulfil the requirements of this role.*