



Philanthropy Officer - Regular Giving

- **Continuous, Full Time 37.5 hours per week**
- **HEW0707 | \$89k – \$98k plus 17% employer superannuation contributions**
- **Salary Packaging opportunities**
- **Ref: JR101984**

About the Alumni & Philanthropy Office

The Alumni & Philanthropy Office has five exciting new opportunities, sparked by the recent appointment of our dynamic new Director at the helm. As we embark on shaping the future of Alumni and Philanthropy at the university, you'll have the chance to be part of a dynamic team that guides, coordinates, and manages a range of philanthropic initiatives. From major and principal gifts, bequests, creative stewardship, annual/regular giving, capital campaigns and supporting philanthropic research. We are focused on strengthening our alumni engagement via expansion of our alumni networks and actively engaging our alumni and the broader community through innovative communication strategies, events, and engagement programs in preparation for our 50-year anniversary and beyond.

Join us in creating a lasting impact as we chart a new course in Alumni and Philanthropy!

Your Role – Philanthropy Officer (Regular Giving)

Collaborate with the Senior Philanthropy Manager and the Director to spearhead a robust annual and regular giving program, fostering a culture of generosity, driving initiatives to meet annual philanthropic goals aligned with the University's strategic plan.

You will take charge of a portfolio of donors, ensuring we meet key performance indicators and identifying potential major gift donors who can make a transformative impact. You'll lead the exciting launch of a staff giving program, complete with a calendar of engaging events and lead our inaugural telephone campaign.

Contribute to our vibrant team culture, attending meetings and events while actively participating in our shared mission. Join us in creating a culture of giving that makes a lasting impact on our University community. Your passion and dedication will shape the future of philanthropy here!

What you'll bring to this role

- Graduate qualifications with 3-5 years in fundraising or related field.
- Proven success in managing appeals and campaigns within budget and timelines.
- Strong writing skills for effective communications.
- Excellent interpersonal skills for collaboration at all levels.
- Outstanding organisational and time management skills.

Applicants should refer to the Position Description found in the [Candidate Pack](#) for further details on the work requirements, duties, skills and experience required for this role. Applicants must have valid work rights.

What you'll get in return

You will be part of a vibrant and talented team, work in an innovative and lively university community and enjoy the benefits that come with working at Murdoch:

- Competitive remuneration
- Flexible work arrangements
- Salary packaging options
- Employee Assistance Program
- On Campus Services and Facilities, including a Childcare Centre, Gym, Vet Hospital and Chiropractic Clinic

To Apply

Please [Apply Here](#) by submitting the documents below:

- A cover letter including a statement addressing the selection criteria (with reference to the Position Description)
- Your most recent resume (CV)

Please view the [Candidate Pack Here](#).

Other opportunities in Philanthropy and Alumni found our [careers page](#):

- Philanthropy Manager (Giving) – continuous full time – advert closing date 27 February 2024
- Research Analyst – continuous full time – advert closing date 13 February 2024
- Senior Engagement Manager – continuous full time – advert closing date 27 February 2024
- Alumni Engagement Officer – fixed term 2 years 0.6FTE – advert closing date 13 February 2024

Please see the [Applicant Guide](#) for more information. Applications sent by post or email will not be accepted. Please note visa sponsorship is not available for this position.

Applicants who have support or access requirements, are encouraged to advise this at the time of their application, to ensure appropriate assistance is provided throughout the recruitment process.

Murdoch University is committed to enhancing diversity in all its forms and strongly encourages suitably qualified candidates from Aboriginal and/or Torres Strait Islander peoples, women, people with disability, people of CaLD background and people of diverse genders to apply for this important position.

Position contact: Fleur Allen, Senior Philanthropy Manager, Fleur.Allen@murdoch.edu.au

Closing date: **13 February 2024** (11:59pm AWST)

The University reserves the right to withdraw this advertisement at any time.