

Advancement Manager (Major Gifts), Advancement
Based in Sydney Campus
Full-time, Continuing role

- **Be part of a team committed to providing a high standard of teaching and pastoral care**
- **Friendly and collaborative environment**
- **\$118,624 to \$129,973 pa (Level 8) + 14% super**

ABOUT THE UNIVERSITY

The University of Notre Dame Australia is a private Catholic University with over 1,000 permanent staff providing an exceptional educational experience to over 12,000 students across our Fremantle, Broome, and Sydney campuses, as well as clinical schools in Victoria and New South Wales.

ABOUT THE ROLE

The Advancement Manager, Major Gifts (AM, MG) secures significant philanthropic funding, from high-net-worth individuals (HNWI), as well as and Trusts and Foundations, to empower to the Objects and strategy of the university. The AM, MG works closely with the Chief Advancement Officer (CAO), the Vice Chancellor, Executive Deans, Heads of Schools and researchers in identifying funding needs and opportunities. Concurrently, the role identifies new HNWI prospects, and then engages, solicits and secures significant gifts to empower the outcomes of the university.

Key Responsibilities

- Identify, engage, cultivate, solicit, close and steward an active portfolio of 150 HNWI prospects and donors, with a focus on raising funds for University projects and meeting KPI's including an annual financial target. ·
- Identify and research prospective donors and funding sources, and develop prospect cultivation strategies and gift solicitation plans, involving the CAO, Deans, researchers and other members of staff, and external volunteers as appropriate.
- Develop, implement and adapt individual prospect management plans, taking the lead role in meeting potential Donors and obtaining and sharing information that can be used to identify their interests and potential for support.
- Identify funding needs and opportunities by working with Executive Deans, Heads of Schools, researchers and others, and then develop written proposals, with a high degree of professionalism, and present to prospects and donors utilising a range of presentation tools.
- Work with the Advancement team, CAO, and the Marketing and Communications Office to ensure high quality communication materials are available to support Advancement efforts, including undertaking research and drafting targeted material consistent with Notre Dame Standards for the approval of the CAO.
- Stay fully abreast of University activities relevant to the Advancement Unit, to ensure an excellent knowledge base for the purpose of presenting the University's key strengths and the case for donor support.
- Maintain accurate and useful contact management information, project management details, vital records and donor reporting information using the Raiser'sEdge / NXT database.
- Comply with all other reasonable training and duties as identified by the line manager (or delegate).
- Comply with University policies and procedures in all aspects of their work and conduct.

ABOUT YOU

- Postgraduate qualifications in business, marketing, communications or similar, or a combination of relevant experience and/or education/training.
- Proven fundraising experience in the not-for-profit or educational setting with a strong focus on major gifts strategies and tactics with significant financial results.
- Recognition of professional achievement or membership in relevant industry bodies, i.e. CFRE, MFIA; membership in CASE, FIA, or Educate Plus.
- Proven strengths in identifying qualified prospects, engaging and cultivating philanthropic relationships, and soliciting and securing major gifts, all the while collaborating with key internal stakeholders.
- Demonstrated capacity to manage complex projects with ambitious timelines, working collaboratively and persuasively across a diverse range of internal stakeholders, including academic and professional staff, at all levels of the organisation.
- Ability to work autonomously and independently on complex projects and relationships, and yet maintain close connections with a team.
- A proven ability to write and present, at an Executive level, well considered proposals that will engage, inspire, and persuade prospective supporters, utilising MS Word, PowerPoint, Excel, or other relevant media.
- Superior administrative skills with advanced attention to detail and demonstrated proficiency in the use of the MS Office suite and in a relationship-management database, such as Raiser'sEdge / NXT.
- Advanced knowledge of the Fundraising sector and the Higher Education Industry

HOW TO APPLY

Please apply online with a resume and cover letter outlining your suitability for the role.

Please apply here:

<https://www.notredame.edu.au/about-us/jobs-at-unda/employment-opportunities?p=job%2FoeuXtfwS>

Applications close 21 August 2024

Applicants are expected to have current and valid work rights in Australia.

Aboriginal and Torres Strait Islander people are encouraged to apply.

The University of Notre Dame Australia seeks to increase the diversity of our workforce to better meet the different needs of the University and its stakeholders and to improve equal opportunity outcomes for our staff.