

## Position Description

# Director, Development

*Position Number: XXXXXX*  
*Position Title: Director, Development*  
*Date Written: March 2017*

*Faculty / Division: Philanthropy*  
*School / Unit: Development*  
*Position Level: Senior Appointment*

### ORGANISATIONAL ENVIRONMENT

UNSW is embarking upon a new strategy which aims to propel the University into the world's top 50 by 2025. A key part of developing our new strategy has been a wide-ranging consultation, involving thousands of our staff, students, alumni and external partners and the development of a Green and White Paper. The consultation identified a strategy based on three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward looking 21st century university.

Our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

### UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators appended to this position description for the expectations of your career level (Senior appointment).



**Demonstrates Excellence** – Delivers high performance and demonstrates service excellence.



**Drives Innovation** – Thinks creatively and develops new ways of working. Initiates and embraces change.



**Builds Collaboration** – Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



**Embraces Diversity** – Values individual differences and contributions of all people and promotes inclusion.



**Displays Respect** – Treats others with dignity and empathy. Communicates with integrity and openness.

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Philanthropy is critical to the success of the 2025 Strategy.

Beginning with the appointment of a new Vice-President, Philanthropy in February 2016, UNSW is committed to building a world-class development and engagement team that will help advance UNSW's ambitious goals. Our Development and International Development Teams work closely with individuals, corporations, and foundations to raise philanthropic support for the university's highest priorities. Our Alumni and Engagement Team encourages alumni and friends to give time, money and expertise in support of these priorities, while providing ongoing value to graduates, and strengthening the University's reputation. Our Operations Team ensures that all UNSW donors, alumni and friends receive a consistent and high standard of service and stewardship.

The Director, Development is a highly experienced development professional with an entrepreneurial approach who will take a leadership role in the Development Team to help build UNSW's fundraising program. This position is responsible for the leadership of strategies to achieve significant philanthropic revenue targets for their client group. This role will also be responsible for a personal portfolio of approximately 50 major and principal gift prospects. The role will focus on leading others to cultivate and solicit major, principal, and planned gifts in support of the University's highest fundraising priorities in work close partnership with alumni relations and development colleagues.

This position reports to the Executive Director, Development, with a dotted line to the Dean/ Divisional Head.

## RESPONSIBILITIES

Specific responsibilities for this role include:

- Lead the philanthropic strategy and activities for the Faculty/Division to successfully achieve agreed targets.
- Work collaboratively with the Deans and other faculty stakeholders to identify projects that require philanthropic support and foster productive relationships for UNSW.
- Develop and execute strategic and operational plans for the Faculty/Division to ensure that activity targets (including number of prospect visits) and dollar goals are achieved.
- Oversee and effectively manage Faculty/Division development budgets.
- Provide expert, strategic and authoritative advice on development strategies and activities to Deans and other senior Faculty/Division and university stakeholders.
- Lead and develop team members to ensure portfolio targets are met, annual cultivation and/or stewardship plans for all prospect and donors are successfully completed and to nurture and promote a systematic whole of University approach to fundraising.
- Lead and mentor team members to continuously develop capability, optimise staff engagement, motivation and productivity and build a customer and donor centric culture.
- Build and manage a personal portfolio of 50 prospects that have made or have the potential to make a \$500,000+ commitment, and develop long terms relationships with these individuals to identify and deepen their interest in UNSW.

- Utilise expert knowledge of fundraising and philanthropy sector to contribute strategically to priority and goal setting and the advancement of the Development Team and UNSW Philanthropy.
- Cooperate with all health and safety policies and procedures of UNSW and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## SELECTION CRITERIA

- Relevant tertiary qualifications with at least 7 years' experience in development and donor relations within the University sector.
- Demonstrated skills in strategic and resource planning, goal setting and attainment, and project management.
- Demonstrated success closing \$1 million gifts and working in a target driven environment.
- Expert influencing skills and the demonstrated ability to garner support and commitment for a major project across a large and complex organisation.
- Demonstrated ability to work in an agile environment, and proven ability to work to multiple, tight and conflicting project deadlines.
- Evidence of success in establishing, cultivating and maintaining high-level, strong relationships with influential donors and executives.
- Proven leadership experience with the ability to mentor, inspire and motivate colleagues.
- Proven ability to effectively manage complex projects which involve several interest groups to achieve strategic goals.
- Thorough knowledge of the principles of fundraising and tax laws that impact charitable giving, personal assets and estates.
- Experience building collaborative working relationships with development colleagues, senior internal leaders, and volunteers to achieve the organisation's goals.
- Proven ability to present complex information in a clear and compelling manner in writing and in person.
- Ability and capacity to implement required UNSW health and safety policies and procedures.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.