POSITION SUMMARY
The Development Manager is responsible for the implementation and execution of strategies to achieve significant income targets and increase philanthropic support for the strategic priorities of the Business School.

In order to achieve fundraising goals, the Development Manager will implement plans for prospect identification, cultivation, solicitation and stewardship of major gifts. In addition to managing a pool of prospects and donors, this role will create and manage the appeals and data led fundraising program for low and mid-level giving programs that are in their infancy.

ORGANISATIONAL ENVIRONMENT
Overview of the Faculty/School/Divisional Work Unit

UNSW Business School is Australia’s leading business school with many outstanding credentials to support its reputation. We are distinguished by the high calibre of our academics, students and alumni. The school leads the way in research performance and in the rankings of its education programs. A key element is the nexus between our internationally recognised research and education – this significantly influences the school’s ability to attract internationally renowned academics, deliver world class education to Australian and international students, and contribute to business thought leadership.

While the School differentiates itself based on the quality of its students and academics, it also differentiates itself on the basis of its partners. External engagement is fundamental for the school to fulfil its vision for increased relevance in research and program content, and to leverage its internal capability.

The advancement teams have a key role in positioning the School as Australia’s leading business school amongst all its external stakeholders and are made up of Marketing, Public Relations, Alumni Relations and Development.
Statistics
Business School students 14,519
Business School staff 545
UNSW alumni 260,000, of which 75,296 are Business School alumni
49 members of the Business School Advisory Council

Reporting Relationships

Supervisor’s title: Development Director
Other positions reporting to the supervisor: Project Coordinator
Positions reporting to this position: Relationships Coordinator
Other relationships: The Development Manager will also work closely with Alumni Relations, Marketing and Public Affairs in the Business School, as well as the UNSW Foundation teams and other faculty based development staff.

KEY DUTIES & RESPONSIBILITIES

- Proactively manage a portfolio of prospects to deliver an ambitious target for major gifts for the Business School’s strategic priorities.
- Develop strategies for engagement and cultivation of your prospect portfolio as well as build relationships with alumni and friends of the school to identify new prospects.
- Create and implement a low level alumni giving program that builds a pipeline of support for major gifts (approximately 40% of the role).
- Work with the Relationships Coordinator to deliver the highest quality innovative donor recognition and stewardship activities.
- Development of a suite of communication materials that effectively convey a compelling case for support as well as celebrate and promote achievements and news from development activities.
- Assist with the implementation of specialist projects as agreed with the Development Director to support the business requirements of the team.
- Direct and develop strategies for securing major gifts from your prospect portfolio
- Meet ambitious fundraising targets as agreed with the Development Director
- Ensure excellent donor care of all donors and prospects, with an entrepreneurial approach to identifying and cultivating prospects
- Represent the Development Team internally and externally in a professional manner
- Ensure accuracy, integrity and sensitivity of fundraising data and donor information
- At all times, ensure compliance to UNSW’s fundraising policies and guidelines
- Ensure high quality advice, information and reports are provided to the Director, the Dean and UNSW Foundation and other relevant UNSW colleagues.
- Cooperate with all health and safety policies and procedures of the university 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

- Extensive experience in developing and successfully implementing fundraising plans and strategies with a successful track record in raising money from high net worth individuals and foundations
- Experience of managing large and complex data-led fundraising appeals
- Demonstrated persuasive communication and negotiation skills
- Demonstrated capacity and willingness to work as a member of a proactive, energetic team dedicated to superior donor care.
- Excellent interpersonal skills with an ability to build, manage and sustain exceptional relationships with major donors and sponsors
- Understanding of sound administration and reporting skills (e.g. budgeting, tracking, reporting).
- Well presented, confident and ability to network
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

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.