



Mannix College

A catholic residential college
affiliated with Monash University

Director of Development

Position is:

Full Time or negotiable.

The Organisation:

Located at Wellington Road, Clayton, Mannix College is affiliated with Monash University and is the sole residential College at the University. The College provides accommodation for 288 male and female residents, from Australia and overseas, who are undertaking undergraduate studies at Monash University, one of Australia's leading universities and a member of the Group of Eight Universities.

An incorporated Council, the members of which are appointed by the Catholic Archbishop of Melbourne, governs the College. Council is responsible for setting the general direction, ratifying policy developed by the Principal and granting approval, in accordance with normal diocesan procedures, for major developments. The Council is the Archbishop's principal advisor in respect to Mannix and acts on his behalf.

Our Vision: *To foster in our residents a desire and capacity to make a difference in the world.*

Our Core Belief: *Our two pillars of Dignity (Respect) and Love (others-centred) drives everything we do.*

Mannix College is a Catholic residential College. It provides accommodation, tutorial assistance, critical inquiry and academic conversation, and pastoral care for undergraduate students at Monash University (primarily the Clayton and Caulfield campuses) with provision for post-graduate accommodation to the extent that this is feasible. It provides an environment, which encourages academic excellence and achievement in its students and strives to be a well-established Catholic presence at the university.

Key Responsibilities:

The Director of Development (DD) will be directly concerned with the Mannix College Foundation, the Foundation Board and Alumni. This senior role will be responsible for:

- Strategic planning relative to friend raising and fundraising
- Fundraising inclusive of major gift programs (e.g. scholarships, building development) and bequests
- Identification of prospective donors and potential philanthropic grants; writing grant submissions
- Planning for and organisation of key friend raising and fundraising activities and events
- Collateral, marketing and communications in relation to the Foundation
- Community relations including with the alumni association (MOCA), potential donors and potential corporate supporters of the college
- Alumni Relations including oversight of a database of old collegians; reunions and events related to the promotion of the college and the Foundation; meaningful engagement and building strong relationships with alumni

Reporting Relationships:

The position reports directly to the Principal, but has strong functional relationships with the Chair of the Mannix College Foundation, the Board of the Mannix College Foundation and the Business Manager. The Director of Development (DD) will be a member of the College Administration Team with particular responsibility for the development of friend raising and fundraising strategies. The DD will also have observer (non-voting) status and will be required to report to the College Council at its quarterly meetings.

Skills and Attributes:

The DD will be able to provide vision and leadership relative to the friend raising and fundraising activities of the college, will be capable of supporting and inspiring the various support groups within the college community and will have the stature and presence to gain the confidence and support of potential financial benefactors.

- A key attribute relative to fundraising will be the ability to inspire philanthropy and passion for the college with the aim of securing major gifts; demonstrated ability in making “the ask”
- Excellent relationship management and ability to win the confidence and support of key stakeholders both internal and external
- Demonstrated experience in devising and implementing fundraising, communications, event management, event planning and campaign plans
- Strong written and verbal communication skills and experience in grant writing
- Self-starter with high level of initiative and strong organisational skills
- Minimum 5 years’ experience in a similar role in the not-for-profit or education sectors
- Experience with NFP/CRM databases and Microsoft Office suite
- Relevant tertiary qualifications (e.g. fundraising, marketing, community engagement, communications)
- Fundraising Institute of Australia and/or Certified Fundraising Executive certifications desirable

Professional Development

The DD will be expected, with the approval of the Principal, to maintain appropriate levels of professional development activity. Additionally support, orientation and training may be available from college retained external consultants.

Remuneration

An attractive package will be negotiated with the DD, to be reviewed annually, which will be inclusive of appropriate travelling allowances and business expenses.

Timing and Tenancy

It is anticipated that the DD will be able to commence as soon as possible.

The position is a permanent appointment subject to a performance review after an initial three-month period. Thereafter performance reviews will be on a twelve-month cycle.

A more detailed Position Description inclusive of performance measures, time allocations re tasks, specific fundraising activities, authority limits, etc. will be provided prior to appointment.