



POSITION DESCRIPTION

Position Title: Development Manager
Division: Corporate Services
Employment Status: (0.6 EFT -22.8 hours per week)*

**This position is a new position funded initially for 12 months however it is expected that this will be extended pending demonstration of successful outcomes.*

Classification: As per NARI Employee Collective Agreement, 2009

Remuneration: **\$60,800-65,800 (pro rata)**

Employer Superannuation Contribution 9%
Generous Salary Packaging (up to \$16,050)

1. THE INSTITUTE

The National Ageing Research Institute is situated in Parkville. The Institute aims to advance knowledge in all aspects of ageing, undertakes public health and medical research and is also involved in professional and student teaching. Institute personnel number around 55 including undergraduate and postgraduate students.

2. CORPORATE SERVICES DIVISION

The Corporate Services Division provides services to the Institute in the areas of strategic planning, business management, financial services, information technology, fundraising, public relations, administration, human resources and asset management. The staff of the Division play a key role in the facilitation of business development within the Institute by delivering corporate services which contribute to the achievement of the Institute's mission.

3. POSITION SUMMARY

The Development Manager is responsible for the management of the Development program, which forms part of the Corporate Services Division of the Institute. The role of the Development Manager is to initiate, develop, build and manage fundraising and development activities and to raise awareness and support for NARI. The Development Manager is required to implement and manage a range philanthropic and Institute marketing programs including professionally structured fundraising, public relations, media liaison and supporter management.

4. LINE MANAGEMENT

The Development Manager is a member of the Corporate Services Division with a direct reporting relationship to the Institute Executive Manager. The position also has a functional working relationship with the Chair of the Institute's Board of Management Development sub-committee.

5. KEY RESPONSIBILITIES

- The development and implementation of development/fundraising plans and directions.
- To work closely with Board members to facilitate the activities of the Board of Management Fundraising sub-committee.
- To cultivate relationships with and prepare written submissions to philanthropic trusts.
- To support the development of public relations, media, and marketing activities for the Institute.
- To support the production of Institute related printed materials, including newsletters and promotional brochures
- To implement donor awareness, management and recognition programs.
- To implement a bequest program
- To identify prospective benefactors (individuals, corporates and potential bequest prospects)
- To co-ordinate and support associated development office administrative procedures including donation processing, direct mail and maintenance of electronic donor database.
- To ensure the future sustainability of the development program and build capacity in the organization to facilitate this.

6. QUALIFICATIONS

- a relevant degree with at least 5 years subsequent experience; or
- an equivalent combination of relevant experience and/or education/training.

7. SELECTION CRITERIA

- Demonstrated track record of successful donations and fundraising activities
- Previous experience in a fundraising role, marketing, community relations or public relations role in not for profit sector
- Excellent verbal and written communication skills and ability to work autonomously
- Excellent interpersonal skills, and an ability to interact with diverse audiences
- Demonstrated experience in developing strong links and relationships between the organization (board and executive) key stakeholders, funding bodies, media and volunteers
- Well developed management and organisational skills
- Interest in not for profit values and orientation, intellectual curiosity and self initiative