Griffith UNIVERSITY
Queensland, Australia

Position Title	Philanthropic Project Manager – Biomedical Research and Health Science
Group/Portfolio	Advancement
Classification	HEW 7
Position Number	00059551
Reports To	Senior Development Manager
Employment Type	Continuing

1.0   Position Purpose

The Biomedical Research and Health Sciences fundraising team within the Advancement Office exists to generate philanthropic funding to support those areas of the Griffith University. The Philanthropic Project Manager – Biomedical Research and Health Science is responsible, under broad direction, for providing high level operational and project management support to the Senior Advancement Manager and across the Biomedical Research and Health Science portfolio.

This role involves a combination of administrative and internally focussed support as well as external engagements with donors and potential donors, particularly those making leadership ($100k+) and principal ($1m+) gifts The contributions of this position will be crucial in fostering relationships, managing projects, and contributing to the growth and success of portfolio-specific programs across a dynamic and multi-faceted portfolio.

2.0   Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications in business; administration; marketing and communications; or biomedical or health sciences with at least four years' relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0   Key Responsibilities

- Work in close partnership with the Senior Development Manager to plan, execute, and evaluate fundraising approaches and plans for significant donors in the Biomedical Research and Health Science portfolio. The main focus will be on supporting gifts above $100k, with some independent work on gifts over $25k.

- Assist in the preparation and submission of funding proposals and grant applications for principal and leadership gifts.

- Coordinate and provide support to fundraising campaigns, donor engagement activities, and special events, which may require occasional out of hours work.

- Maintain and enhance relationships with existing donors and prospects through regular communication and stewardship activities.

- Prepare and manage donor correspondence, including impact reports, and updates on research progress in conjunction with the Donor Relations Team. Handle enquiries from donors, prospects, and stakeholders in a professional and timely manner.

- Develop and maintain project timelines, task lists, and status reports.

- Maintain accurate and up-to-date records in the CRM, including database entries and activity pipeline management.

- Foster strong relationships with colleagues across Advancement in order to understand and communicate the impact of philanthropic support to research initiatives and to identify new projects for compelling proposals that will support strategic priorities and annual goals.

- Identify opportunities to showcase the significance of the Biomedical Research and Health Science portfolio.

- Support to the Senior Development Manager or other senior colleagues working on Biomedical and Health Sciences fundraising projects through preparation of fundraising meeting briefs, drafting donor or philanthropic project related communications

- Assume other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the Advancement portfolio.

- Maintain and support compliance with relevant legislation and University policies and procedures, including equity and health and safety and exhibit good practice in relation to same.

- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0   Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

  To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our Capability Development Framework.