

POSITION DESCRIPTION

Development Manager – Foundations & Grants



POSITION DETAILS

Position Title	DEVELOPMENT MANAGER – FOUNDATIONS AND GRANTS
Classification	HEW LEVEL 8
Position Number	7007390
School/Office	OFFICE OF ADVANCEMENT
Division	WESTERN SYDNEY & EXTERNAL ENGAGEMENT

POSITION PURPOSE

The Development Manager – Foundations & Grants will work closely with all members of the Development Team and the wider Office of Advancement, and with Faculty, School, institute and Professional Services colleagues based at all of the University's campuses, to contribute to the University's efforts to raise significant new funds to support student success, research, and capital and refurbishment projects, as well as supporting implementing strategies to support Western Sydney University-specific philanthropic opportunities.

The Development Manager – Foundations & Grants is required to assist in the planning, creation and implementation of all programs which will attract and/or reactivate donors to the University, with a focus on major gift fundraising and campaigns.

The Development Manager – Foundations & Grants will work with other members of the Development Team to develop all aspects of major gift fundraising appeals and campaigns. This will include working with other members of the team collaboratively to research and identify fundraising opportunities on a continuing basis.

They are also required to ensure that all potential and converted donors are highly satisfied with the relationship experience they have with Western Sydney University as a direct outcome of interaction with this role.

KEY ACCOUNTABILITIES

1. Trusts and Foundations

- The core objective of this role is to contribute to the University's ability to raise significant philanthropic funding from potential donors. Targets will increase year-on-year as the pool matures and the post-holder gains experience
- Significant contribution to achieving financial targets, number of new donors and other Development metrics

2. Manage Prospects

- To cultivate relationships with, and manage a pool of major trusts and foundations, with a view to raising philanthropic funds in support of Western Sydney University development priorities
- Develop and action effective and intentional cultivation plans for assigned prospects to support agreed objectives. The post-holder will commission internal prospect research which informs these plans and ensures they are up to date on media coverage of all prospects
- Solicitation/ask plans established for potential donors
- Ensure that all communications, research and gifts are recorded accurately and in a timely fashion on Raiser's Edge. Use the software to record effectively actions relating to the long term cultivation and stewardship plans for each major donor
- Meet prospects on a 1:1 basis to qualify as potential donors and assess propensity to give, set goals and cultivate relationships
- With the support of the other Development Team members, senior staff and other members of the team as appropriate identify and implement specific engagement opportunities for prospects, Steward existing donors in line with University's policies and Stewardship Matrix
- Demonstrated participation in the moves management process through accurate data entry and reporting in the Raisers Edge database that demonstrates the progression of the donor pipeline and successful gift solicitation
- Donors continue to give year-on-year, evidenced by increased repeat gifts and reduced donor attrition
- New donors are acquired through various networking and other opportunities
- Evidence of collaborations with other internal areas

3. Fundraising

- Significantly contribute to the development and delivery of Western Sydney University fundraising opportunities, projects and initiatives
- Develop an understanding of the objectives, principles, priorities and targets of the University's fundraising priorities
- Develop a particular understanding of the University's priorities and identify and articulate the development of new funding priorities.
- New fundraising opportunities and priorities are identified
- Strategies are developed to engage philanthropic support aligned with the University's fundraising priorities
- Strategies and tactics are developed and implemented, and targets are achieved

4. Support

- Support key colleagues in order to develop and increase the capacity to raise external philanthropic income
- Establish excellent working relationships with schools and institutes
- To support Deans, and other senior staff for meetings with high-level prospects, by preparing briefings and proposals, and attending meetings as necessary
- Relationships are built and maintained across the University, especially with assigned schools and institutes
- Relevant input is made into the preparation of proposals, preparation for meetings, participation and follow-up to meetings
- Prospects are identified and income generation activities are delivered through meaningful contribution and collaboration with colleagues
- In collaboration with other areas of Advancement, and in reference to the Donor Stewardship Matrix, assist with the management of relationships with a portfolio of

- current and potential donors (including lapsed) to ensure that donors continue to give to the University and become advocates
- Assigned portfolio is managed appropriately and in line with targets set

5. Budgeting

- Be an active member of the Office of Advancement, including attending team meetings, office meetings, strategic planning initiatives and other fundraising-related forums
- To undertake travel in the Sydney Metropolitan area as required, particularly between Western Sydney University campuses
- Work within budgets as required and plan activities that are cost effective
- Budgets are adhered to and duties are undertaken in line with requirements of the position and initiatives being undertaken

QUALIFICATIONS, EXPERIENCE AND SKILLS

- A degree or equivalent qualification and/or demonstrated experience and capability in major gift fundraising, preferably for a university and/or experience of building long-term customer relationships in sales or marketing in a 'cause-related' or not-for-profit environment.
- High level interpersonal skills, particularly in relation to influencing and building effective relationships within the University and externally, including outstanding communication, networking and negotiating skills appropriate to representing the University to national and international figures of influence and affluence.
- High levels of written skills in developing and submitting applications / proposals to a range of sources, ability to draft gift agreements and to ensure that all points are met.
- Strong organisational and planning skills, a strong team player with a 'can do' attitude, with excellent and proven ability to work to targets.
- Knowledge of the fundraising sector and philanthropy, funding sources and potential revenue streams.
- Ability to think differently and deploy creative and innovative approaches to philanthropic endeavours which have yielded successful outcomes.
- Ability to inspire confidence, exercise good judgement on complex issues and capability to use initiative.
- Knowledge, experience and skills in IT, including Microsoft Word office applications, databases; e-mail systems; a high level of competence in creating and producing reports using Word. Experience using the Raiser's Edge donor relationship management database would be advantageous.

KEY RELATIONSHIPS

This position reports to the Executive Director, Advancement.

This position has no supervisory responsibilities.

Success in the role will be dependent on developing and maintaining positive relationships with:

- Executive Director, Advancement
- Research Services Office

3. Development Team, Office of Advancement
4. Advancement Office colleagues
5. Finance Office and functions
6. Division of Western Sydney and External Engagement
7. Other internal stakeholder including Faculties, Schools, Institutes and Centres, Research Office
8. External stakeholders including donors, vendors and suppliers.

CHALLENGES

1. Increasing Competition for Grant Funding

- Philanthropic foundations and government grant programs are receiving more applications than ever.
- The challenge is differentiating the university's projects and demonstrating compelling impact to secure funding.

2. Aligning Funding Opportunities with Institutional Priorities

- Identifying grants that match the university's strategic objectives, research strengths, and community engagement priorities can be complex.
- Balancing donor interests with organisational needs requires strong stakeholder management.

3. Building and Sustaining Foundation Relationships

- Foundations increasingly seek long-term partnerships rather than transactional funding requests.
- Developing trust, maintaining engagement, and demonstrating ongoing impact requires significant relationship management effort.

4. Coordinating Internal Stakeholders

- Successful grant applications often require input from academics, researchers, faculties, finance teams, and senior leaders.
- Managing competing priorities, timelines, and expectations across diverse stakeholders can be challenging.

5. Demonstrating and Reporting Impact

- Funders expect clear evidence that their investment delivers measurable outcomes.
- Establishing appropriate evaluation frameworks, collecting data, and producing high-quality impact reports can be resource-intensive but is critical for securing repeat funding.

6. Understanding and Communicating Community Impact

- Translating the university's contribution to Western Sydney's social, economic, educational, and community outcomes into compelling funding narratives.
- Demonstrating how philanthropic investment supports social cohesion, equity, and opportunity within the region.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture

Date: 17/06/2026