

Position Description – *Advancement Manager (Major Gifts)*

Updated 04/05/2026

POSITION DETAILS	
Portfolio	Chief of Staff
Organisational Unit	Alumni & Advancement
Supervisor (Title)	Senior Advancement Manager, Philanthropy & Impact
Classification	Higher Education Officer Level 8
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>The Advancement Manager (Major Gifts) is responsible for building and managing relationships with alumni, donors, and friends of the University to secure significant philanthropic support for institutional priorities. Working under general direction, the role manages a defined portfolio of major gift prospects, progressing relationships through identification, cultivation, solicitation, and stewardship using a strategic moves-management approach.</p> <p>Acting as a key ambassador for the University, the role conducts substantive face-to-face engagements and represents the institution at cultivation and stewardship activities. Working collaboratively with academic leaders, senior executives, and advancement colleagues, the position develops tailored proposals and solicitation strategies aligned with donor interests and University needs.</p> <p>The role contributes directly to the achievement of major gift, campaign, and annual philanthropic targets through personal solicitation and portfolio performance. Accurate documentation of donor activity, strategy, and outcomes within the University's fundraising systems is an essential component of the position.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence • demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based</i></p>

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Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

KEY POSITION RESPONSIBILITIES

The Advancement Manager (Major Gifts) is accountable for:

- Actively managing a personal portfolio of major gift prospects through discovery, cultivation, solicitation, and stewardship stages using a moves-management approach.
- Developing individualized cultivation and solicitation strategies aligned with donor interests and institutional priorities, in partnership with senior leadership, academic and professional staff.
- Conducting face-to-face meetings with donors and prospects, including regional and national travel as required.
- Personally soliciting and closing major gifts, including multi-year pledges and endowment gifts.
- Maintaining accurate donor records, strategy notes, and contact reports in the University's fundraising database.
- Representing the University at cultivation and stewardship events, including evenings and weekends as required.
- Ensuring high-quality stewardship and timely impact reporting for donors.
- Maintaining an awareness of best practice fundraising trends and opportunities, current tax legislation, and University Giving Policies and using this knowledge in prospect cultivation, solicitation and stewardship as required.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Progress towards postgraduate qualifications and extensive relevant experience; or an equivalent combination of experience and/or education and/or training.
- Demonstrated success in relationship-based fundraising and securing significant gifts, preferably within higher education
- Demonstrated ability to engage senior leaders and donors in philanthropic conversations.
- Demonstrated high-level interpersonal skills, with the ability to build trust, navigate sensitive conversations and engage with empathy.
- Demonstrated high-level of professionalism, discretion and judgment.
- Demonstrated high-level written and verbal communication skills, including the ability to tailor messaging to different audiences.
- Demonstrated high-level organisational skills with a demonstrated ability to manage a portfolio, prioritise competing demands and maintain meticulous attention to detail.
- Proven ability to collaborate effectively with diverse internal stakeholders.
- Relevant experience using philanthropic client relationship management (e.g., Raisers Edge) to track, manage and report on donor engagement activities.
- A demonstrated commitment to working as part of a successful fundraising team, with examples of previous teamwork in meeting KPIs and personal/professional values.

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- Experience in a university environment or similarly complex institutional environment (*desirable*).

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