

Position Description – Donor Relations Partner

Updated 04/03/2026

| POSITION DETAILS | |
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| Portfolio | <i>Portfolio of the Vice-Chancellor</i> |
| Organisational Unit | <i>Alumni & Advancement</i> |
| Supervisor (Title) | <i>Senior Advancement Manager, Philanthropy & Impact</i> |
| Classification | <i>Higher Education Officer Level 7</i> |
| Employment Type | <i>Fixed-term (2 years), Full-time</i> |

| POSITION SUMMARY |
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| <p>The Donor Relations Partner will play an important part in contributing to the ongoing work of the Alumni and Advancement team during the development and activation of the Flinders HealthCARE Centre Project. The position will manage increased activity demands by delivering high-quality engagement, stewardship and event support tailored to a growing donor base connected to this strategic development.</p> <p>Working under broad direction and reporting to the Senior Advancement Manager, Philanthropy & Impact the Donor Relations Partner will design and implement personalised engagement pathways for donors whose giving falls below the major-gift threshold. This includes, but is not limited to, supporters of prizes and scholarships, regular annual donors, Staff Workplace Giving donors and other mid-tier contributors.</p> <p>The position will establish scalable stewardship practices and build long-term donor relationships that strengthen the base of future major-gift prospects. Working closely with Advancement Managers, the Donor Relations Partner will contribute to the broader donor pipeline strategy by activating engagement opportunities aligned to university-wide philanthropic priorities.</p> |

| UNIVERSITY EXPECTATIONS AND VALUES |
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| <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; |

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- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. A criminal record will not automatically disqualify a candidate from consideration. Each case will be assessed on its individual merits and relevance to the inherent requirements of the role.

KEY POSITION RESPONSIBILITIES

The Donor Relations Partner is accountable for:

Donor Engagement & Stewardship

- Fostering meaningful relationships with donors giving below the major-gift threshold, with a focus on retention, satisfaction and long-term engagement.
- Delivering timely, personalised stewardship, including thank-you calls, donor engagement and tailored acknowledgement aligned to donor interests and giving history.
- Coordinating recognition and engagement touchpoints for donors to scholarships, prizes, annual giving programs, and other identified areas, ensuring donors feel informed, valued and connected to their impact.
- Planning and delivering engagement activities, including Flinders' annual Impact of Giving donor thank you event, as well as other bespoke donor thank-you events, student-donor connection opportunities, and targeted stewardship campaigns.
- Participating in the moves management strategy, identifying donors who may have potential for future major-gift cultivation.
- Supporting community fundraising events and activities from within the University and from donors.
- Liaising with Alumni Relations on opportunities that integrate donor and alumni engagement.

Record-keeping, Collaboration & Other

- Supporting data-informed decision-making by maintaining accurate donor records, interaction notes and engagement data.
- Working collaboratively across the Advancement ecosystem, particularly with Advancement team members (for donor engagement strategy), Alumni Relations (for aligned engagement opportunities), and Alumni & Advancement Operations (for data, gift processing, and reporting support).
- Contributing to continuous improvement of systems, processes, and stewardship practices.
- Working toward meeting personal fundraising KPIs and supporting overarching Advancement targets.
- Any other responsibilities aligned with the position level as assigned by the Supervisor and/or the University.

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KEY POSITION CAPABILITIES

- Completion of a degree with subsequent relevant experience; or an equivalent combination of experience and/or education and/or training. (desirable)
- Well-developed to high-level interpersonal and relationship-building skills, with an ability to engage confidently and warmly with donors.
- Demonstrated experience in donor stewardship, client relationships, community engagement and events, or equivalent relationship-focused roles.
- Demonstrated experience in event design and management.
- Well-developed to high-level written and verbal communication skills, including the ability to guide the development of compelling donor communications.
- High-level of organisational skills, with the ability to manage multiple priorities and deliver timely stewardship.
- Demonstrated commitment to delivering an outstanding supporter experience.
- Demonstrated ability to work collaboratively in a team environment and engage professionally with a wide range of internal and external stakeholders.
- Experience in the non-profit or higher education sectors. (Desirable)
- Familiarity with donor management systems or CRMs (e.g., Blackbaud Raiser's Edge or similar). (Desirable)
- Understanding of philanthropic principles and donor pipeline development. (Desirable)

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