

## Position Description – *Senior Philanthropy Manager, Institutional Research Partnerships*

Updated 04/02/2025

POSITION DETAILS	
Portfolio	Office of the Vice Chancellor
Organisational Unit	Alumni and Advancement
Supervisor (Title)	Director, Alumni and Advancement
Classification	Higher Education Officer Level 9
Employment Type	Fixed-term, full-time

POSITION SUMMARY
<p>The Senior Philanthropy Manager, Institutional Research Partnerships will strategically drive research collaboration and increase Category 3 funding from charitable organisations and industry to advance the University's key research priorities. This position is responsible for identifying and securing new institutional research partnerships nationally and internationally, ensuring alignment with the University's high-impact research agenda. Working closely with Research Development &amp; Support (RDS) and academic leadership, the Senior Philanthropy Manager will strengthen engagement with charitable organisations and industry, to expand and diversify the University's research funding by increasing non-competitive Category 3 funding sources.</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"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>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;</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID-19 in line with the SA Health policy.</i></p>

## KEY POSITION RESPONSIBILITIES

The Senior Philanthropy Manager, Institutional Research Partnerships is accountable for:

### **Strategic Partnership Development:**

- Identifying and cultivating new research partnership opportunities with national and international organisations and industry partners.
- Developing and implementing strategies to position the university as a preferred partner to increase non-competitive (Category 3) research funding, and mapping partnership opportunities that align with the University's key research strengths and strategic priorities.
- Establishing and maintaining high-level relationships with key stakeholders, including the Flinders University Advancement Committee members and key foundation and industry contacts.
- Collaborating with academic leaders and researchers to foster interdisciplinary and cross-sector partnerships.
- Providing expert advice on funding trends and partnership models to support research initiatives.

### **Research Funding Growth:**

- Supporting the preparation and negotiation of partnership agreements, ensuring alignment with institutional policies and strategic objectives.
- Working with RDS to curate competitive grant applications and facilitate funding submissions as needed.
- Establishing revenue growth targets and developing a sustainable funding pipeline.

### **Stakeholder Engagement & Advocacy:**

- Representing the University in key external forums, promoting its research capabilities.
- Serving as a key liaison between Advancement and Research Development and Support ensuring seamless coordination of research related fundraising and partnership efforts with internal stakeholders, including Colleges, research centres, and professional staff.
- Advocating for policies and initiatives that enhance institutional research collaboration.

### **Monitoring & Reporting:**

- Developing metrics to track partnership performance, funding outcomes, and impact.
- Preparing reports and briefings for senior leadership on research partnership activities.
- Continuously evaluating and refining engagement strategies to maximise research funding opportunities.

## KEY POSITION CAPABILITIES

- Appropriate postgraduate qualifications and relevant experience; or an equivalent combination of experience and/or education and/or training.
- Extensive fundraising experience with demonstrated record of securing high monetary commitments from trust, foundation, and corporate donors to advance research partnerships and programmes.
- Proven ability to establish and maintain effective relationships with diverse stakeholders in complex organisational settings.
- Demonstrated experience in performance improvement and strategic planning.
- High-level organisational, analytical, and communication skills.
- Goal-oriented mind-set, with the ability to manage multiple priorities in high-pressure environments.

- Experience securing philanthropic investment for health and medical research within an academic medical center, hospital, or independent medical research institute (*desirable*).
- Knowledge of research contract negotiation, funding agreements, and experience in grant or proposal writing (*desirable*).
- High-level understanding of Australian and international research funding, including Category 3 funding mechanisms (*desirable*).

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