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**Director of Advancement**

**Organisation:** Janet Clarke Hall, University of Melbourne

**Location:** Melbourne (Parkville) though hybrid / remote working and occasional travel is expected

**Work type:** Between 0.5 FTE and 1.0 FTE, for discussion with the successful candidate. Fixed term contract (5 years)

**Sector:** Higher Education

**Salary type:** The full-time equivalent (FTE) base salary will be in the range of $135,000 - $145,000 plus super of 11%.

**Application closing date:** 18th October 2024

**About Janet Clarke Hall**

Janet Clarke Hall offers a distinctive residential educative community and culture unlike anything else at the University of Melbourne.

The College pioneered collegiate education for women in Australia in 1886. Founded in the Anglican and feminist traditions, it is the oldest residential college for women in Australia and among the oldest in the world. Today, Janet Clarke Hall offers a unique co-educational residential experience, standing for equality of access and opportunity for all young people.

Shaped by our history, culture and size, we offer our members real friendship, real community, and a world-class environment for academic and personal success in which they will be both challenged and supported. The College and the Student Club work closely together for the common good, nurturing a rich student life full of intellectual, cultural, and sporting pursuits.

Our students are supported by an extensive, deeply generous scholarship program offered on the basis of financial need, academic excellence, and leadership potential.

Our alumni community includes a Nobel Prize winner, a Lieutenant Governor of Victoria, a President of the Australian Human Rights Commission, a Chief Justice of the Supreme Court of Victoria, a Young Australian of the Year, Chancellors and Vice-Chancellors, CEOs and numerous Rhodes Scholars.

Our student body and alumni community of over 3000 members share a common desire to use their ample gifts for the good of their College, their local community, and the wider world.

In 2022 we welcomed a new Principal, Dr Eleanor Spencer-Regan who is leading the College to fulfil the bold ambitions of our new *Strategic Plan 2024-2029*. Our sector-leading vision is to become the first residential college in Australia to administer a need-blind admission process, meeting 100% of demonstrated financial need for each successful applicant by 2035, in advance of our 150th anniversary in 2036.

We look forward to re-engaging with our alumni community at in-person events, as well as to developing an enhanced digital platform on which to share and showcase the rich cultural life of the College with alumni and supporters around the world. Enhanced alumni engagement and an ambitious philanthropic campaign in the coming years will be imperative to the success of our leading academic institution as we aim to offer transformative educative experiences to new generations of students.

**About the role**

The Director of Advancement is a new strategic appointment at the College and a key member of the Senior Management Team, responsible for enhancing Janet Clarke Hall’s culture of transformative philanthropy and community engagement. The Director of Advancement will report to the Principal who is fully committed to working closely with the post-holder to ensure success in these areas.

Strategically focused and entrepreneurially minded, you will take engagement and giving to new and significant levels. You care deeply about people and their unique stories and are passionate about helping donors create a philanthropic legacy that will endure for years to come.

With a natural ability to foster and establish long lasting relationships, you will enhance engagement with our alumni, parents, donors, partners, and friends, building a community of supporters who contribute their time, advocacy, and philanthropy in support of the College. Together with the Principal and the College’s Advancement committee, you will play a key role in our development of a new marketing communication strategy and oversee the College’s marketing communications going forwards.

You will lead the College’s core fundraising activities including principal and major gifts, gifts in wills (bequests and planned gifts), annual giving, donor relations, and research and prospective donor management. You will ensure an outstanding giving experience for all donors and supporters at all levels.

You possess outstanding judgement, sensitivity, professionalism, and diplomacy, have a warm, engaging, and approachable manner, outstanding communication and interpersonal skills, and a demonstrable commitment to, and desire to influence, outstanding outcomes for all members of the College community.

**What you bring**

* A postgraduate qualification in a relevant area and / or an equivalent combination of education and experience
* A holistic approach to Advancement, including fundraising, alumni relations, parent engagement, and stakeholder communications.
* An established record of engagement and cultivating, soliciting, closing and stewarding gifts at all scales from annual to major.
* Excellent negotiating skills and the ability to represent the College with diplomacy and professionalism at all times.
* Successful experience managing, leading, and mentoring a high-performance Advancement, engagement and fundraising team.
* Highly developed interpersonal skills, with an ability to collaborate with colleagues across organisations to achieve collective success.
* An analytical mindset and proven organisational ability to plan, work to deadlines, and manage workload.
* Imagination, innovation, and initiative, and the ability to be flexible, original, and creative in achieving funding objectives.
* Sensitivity, excellent judgement and integrity in all professional matters.
* A desire to be engaged in all aspects of our rich College life, including a willingness to attend out-of-hours events and student activities.
* A willingness to undertake ongoing professional learning and qualifications.

**Remuneration**

The full-time equivalent (FTE) base salary will be in the range of $135,000 - $145,000 plus super of 11%.

Additional benefits include the opportunity to work party from home / remotely; all meals when working on site during semester; free parking in the secure College carpark in Parkville; subsidized membership of University of Melbourne sport and recreation facilities.

**How to apply**

Applicants should submit the following documents to [employment@jch.unimelb.edu.au](mailto:employment@jch.unimelb.edu.au) by 18th October 2024.

* An up-to-date resume
* A covering letter, evidencing the skills and aptitudes detailed under ‘What you bring’ above

To discuss this role please contact:

Dr Eleanor Spencer-Regan (Principal, Janet Clarke Hall): [principal@jch.unimelb.edu.au](mailto:principal@jch.unimelb.edu.au)

Clare Pullar (Chair of Council, Janet Clarke Hall): [chair@jch.unimelb.edu.au](mailto:chair@jch.unimelb.edu.au)

**Other information**

*Work Rights:* You must have unrestricted work rights in Australia for the duration of this appointment to apply. **Visa sponsorship is not available for this appointment.**

*Background Checks:* All final applicants for this position may be asked to consent to a criminal record check. Please note that people with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits.

We value diversity and inclusion, and actively encourage applications from those who bring diversity to the College. Queries about accessibility requirements and/or adjustments can be directed to [employment@jch.unimelb.edu.au](mailto:employment@jch.unimelb.edu.au)

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