



Position Description – Advancement Writer

Position Details

Position Title: Advancement Writer

College/Portfolio: Engagement **School/Group:** Advancement

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 7

Time Fraction: 1.0 (full time)

Employment Type: Continuing

Reporting Line: Associate Director, Donor Relations and Stewardship

No. of Direct reports: 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: equal opportunity, occupational health and safety, privacy and trade practices & child safety standards.

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy – it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The Engagement Portfolio provides integrated, strategic leadership across the University to advance RMIT's reputation, reach, and revenue, encompassing a range of functions, including domestic and international student recruitment; global marketing; market intelligence and proposition, strategic communications; Advancement (alumni engagement, philanthropy, donor stewardship and donor relations, and Advancement Services); and industry engagement and partnerships.

Through innovation, collaboration, and strategic partnerships, the Engagement Portfolio plays a critical role in diversifying revenue streams and expanding RMIT's presence in alignment with its long-term strategic objectives.

Advancement develops and leads the engagement of the University's largest community, alumni (c. 550,000), leads fundraising in support of institutional priorities and stewards donors and alumni to generate measurable impact.

Position Summary

The Advancement Writer will play a key role in advancing RMIT's mission by crafting high-quality, persuasive Advancement communications that demonstrate the impact of RMIT's work and inspire significant philanthropic support.

The focus of the role will be on writing compelling proposals for major gift solicitations and cases for support that align with donor interests and organisational priorities, working closely with major gift fundraisers, leadership, academic staff and others across the University.

The Advancement Writer will also support the wider Advancement team by writing other Advancement content (for a range of channels) as required, providing advice on messaging strategies, and proofreading and editing major pieces of work for other team members. The position demands excellent written, verbal and time management skills.

Key Accountabilities

- Develop tailored major gift proposals, cases for support and donor presentations, including sourcing content, writing, editing, and coordinating input and feedback from stakeholders.
- Create stewardship communications including impact reports, thank-you letters and donor updates that demonstrate the importance and impact of philanthropy.
- Produce other Advancement-specific content, including speeches and briefs for senior management, as required.
- Support the creation of messaging and donor engagement strategies for high-value solicitations.
- Proofread and edit own and major pieces of others' work for accuracy, clarity and alignment with RMIT University brand, style and standards.
- Lay out and edit content using existing templates in Adobe Express.
- Manage a library of in-progress and finalised fundraising materials.
- Provide support and guidance to colleagues across the University in the development and promotion of Advancement-related content.

Key Selection Criteria

Essential:

- Exceptional storytelling, writing and editing skills, with a high level of grammatical proficiency and outstanding attention to detail.
- Experience in persuasive writing in fundraising, grant writing or donor communications, preferably within a higher education setting and with a focus on major gifts.
- Ability to generate materials from scratch, using interviews, research and existing written content.
- Ability to write across a wide range of topics, reflecting the breadth of study and research subjects at RMIT, and turn complex information and ideas into clear, engaging narratives.
- Experience writing for a range of media including print, online, video, and presentations.
- Demonstrated experience using basic design software such as Adobe Express or Canva.
- Strong project management skills and an ability to meet deadlines, against a backdrop of competing and sometimes shifting priorities.
- High-level interpersonal skills, with demonstrated ability to work with senior staff in a large and complex organisation.
- Demonstrated capacity to work both independently and as a team member to achieve desired outcomes.

Qualifications

Relevant Tertiary qualification and/or extensive relevant experience.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working with Children Check is a condition of employment at RMIT.