



Position Description – Associate Director, Philanthropy

Position Details

Position Title: Associate Director, Philanthropy

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 10A **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Director, Philanthropy

No. of Direct reports: up to 6

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, the alumni (c. 550,000), leads fundraising in support of institutional priorities and stewards donors and alumni to generate measurable impact.

For information regarding the Engagement Portfolio: [Engagement Portfolio - RMIT University](#)

Position Summary

The Associate Director, Philanthropy will lead a small team of fundraising specialists to build internal and external relationships that strengthen RMIT's philanthropic culture and increase revenue. Working closely with the Director, Philanthropy, the role will be responsible for donor engagement and contribute to the development and delivery of Advancement and Philanthropy plans.

The Associate Director will oversee philanthropic activity in the Colleges and act, through their team, as the key liaison point for schools and colleges, providing senior-level support to engage academics and donors in

advancing RMIT's *Knowledge with Action* strategy. Managing a broad range of relationships is central to the role, including current and prospective donors, senior executives, and academic leaders across the University.

The role will also shape the organisational design of the team, identifying and developing new roles and processes as needed. Together with the Chief Advancement Officer and Director, Philanthropy, the Associate Director will serve as a practice leader in major and principal gift fundraising, building enterprise-wide capability and understanding of fundraising practices and the role of philanthropy in advancing the University's strategy.

Key Accountabilities

- Manage the team of philanthropy specialists to develop, manage and implement the philanthropy plans for the RMIT Colleges, ensuring compliance with all related legal and policy obligations, aligned goals and high levels of effective teamwork to achieve collective and individual goals.
- With the Director, Philanthropy prioritise fundraising and stewardship activities to maximise results and ensure that targets are achieved & reporting requirements are met.
- With the Chief Advancement Officer and Director, Philanthropy serve as a practise leader in major and principal gift fundraising for RMIT, managing a portfolio of senior prospects, typically working on gifts in the \$500k to \$5M range.
- Nurture and grow a culture of philanthropy and fundraising capacity of RMIT staff, with a particular focus on supporting the College and Portfolio leaders to actively fundraise for the priorities in their areas.
- Provide advice, guidance and support to College leadership with regard to the development and implementation of major donor engagement plans.
- Be an active and collaborative leader of the Philanthropy team while ensuring that reporting and relevant KPIs are achieved.

Key Selection Criteria

Essential:

- Highly motivated, with a partnering and continuous improvement mindset, and proven track record in a development and fundraising role in a large organisation.
- Experienced leading a team of experienced philanthropy specialists to deliver on the organisation's philanthropy plans.
- Demonstrated successful experience in fundraising, with a proven track record of raising gifts in the target range for this role.
- Demonstrated successful commercial acumen and strong planning skills together with proven project management, team and stakeholder management abilities.
- Demonstrated relationship building and negotiation skills with the ability to work effectively with staff, academics, administrators and students as well as external stakeholders.
- Demonstrated excellent written, interpersonal, communication and negotiation skills, with the ability to influence at varying levels.
- Demonstrated leadership and management of key stakeholders in order to achieve desired outcomes.
- Strong diagnostic, analytical and problem-solving skills and demonstrated ability to develop innovative and creative solutions.

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.