



Position Description – Development Advisor, Philanthropy

Position Details

Position Title: Development Advisor, 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 7 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Director, Philanthropy

No. of Direct reports: Nil

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 Development Advisor is responsible for managing a portfolio of Trust & Foundation donors and supporting the Philanthropy team by managing the granting processes, in collaboration with the Research & Innovation portfolio. The Advisor will be involved in all aspects of fundraising relating to their portfolio, including donor relationship management, stewardship and acquisition activities, data management, and gift implementation. They will work closely with the Director, Philanthropy and Senior

Philanthropy Specialist (Trusts & Foundations) to identify opportunities within RMIT, shepherd them through to submission and ensure that all gift obligations are met.

The Development Advisor will play a key role in streamlining processes to increase quality and conversion for philanthropy grant rounds, including donor relationship management, coordinating initial enquiries, and working with internal teams to effectively manage donations in line with donor wishes and best practice.

Key Accountabilities

- Effectively manage a designated portfolio of Trusts & Foundations.
- Work with the Director, Philanthropy and Senior Philanthropy Specialist (Trusts & Foundations) to enhance philanthropic revenue from Trusts & Foundations, including a continuous improvement approach to processes.
- Act as the Philanthropy team's GEMS portal administrator, and key point of contact with the Research & Innovation team to provide guidance on grant opportunities, processes and key personnel.
- Maintain accurate donor records in the Philanthropy CRM and Research databases, including donor information, acknowledgement details, gift agreements, milestones, stewardship plans.
- Establish relationships with internal stakeholders (eg Advancement colleagues, Scholarships office, Research & Innovation, schools and colleges) to effectively manage donations in line with donor wishes and best practice.
- With the support of the Director, Philanthropy, draft Gift Agreements, Gift Check lists, proposals and reports, manage the grant submission processes and manage our account on donor portals.
- In collaboration with the Research & Innovation teams, monitor agreements to ensure that all obligations are met and reports and renewals are managed in a timely way.
- Other duties as directed.

Key Selection Criteria

Essential:

- Demonstrated experience working in donor engagement and relationship management, knowledge of philanthropy and fundraising best practices and the Australian philanthropic environment.
- Experience with relationship development and negotiation to develop partnerships with internal and external partners to advance the aims of the organisation.
- Experience and success working in a KPI driven environment.
- Demonstrated experience using CRM software to maintain accurate records and reporting.
- Strong oral, written and communication skills for a wide range of audiences with demonstrated attention to detail.
- Excellent organisational and time management skills, including high attention to detail and ability to manage multiple tasks and competing priorities.

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.