



Position Description – Head, Prospect Research and Management

Position Details

Position Title: Head, Prospect Research and Management

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 9 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Associate Director, CRM and Data Services

No. of Direct reports: 1 – 3

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.

Position Summary

The Head, Prospect Research and Management (Head) is a pivotal role within the Advancement Division's CRM and Data Services team. The position is responsible for developing and delivering prospect research and management strategies, in close partnership with the Advancement leadership team, to maximise the University's fundraising outcomes. This includes establishing, implementing and overseeing a comprehensive prospect management framework encompassing the identification, qualification, assignment and progression of prospective donors across major and principal gift levels, as well as the effective management of fundraiser portfolios.

The role also has responsibility for overseeing prospect research activities at RMIT and providing dedicated support to the Chief Advancement Officer, ensuring that gift-related risk and reputational considerations are appropriately assessed and managed. The Head, Prospect Research and Management is expected to remain abreast of global best practice in prospect research, identification and management, and to leverage contemporary tools and services to deliver services in an effective and efficient manner. In addition, the role provides strategic guidance and support to the Prominent Alumni program, ensuring the University's Executive is well briefed on key alumni relationships of strategic importance.

The Head, Prospect Research and Management is expected to demonstrate a high level of emotional intelligence, discretion and diplomacy, and to operate with the utmost confidentiality. The role requires a curious and strategic thinker with a strong continuous improvement mindset, highly developed relationship and stakeholder management capabilities, and the ability to negotiate and influence effectively. Strong attention to detail within their area of expertise, alongside a demonstrated commitment to ongoing professional and personal development, is also essential.

This is a new position within a growing Advancement team and has a critical role in the implementation of the Advancement Strategic Initiative, with regard to driving an uplift in philanthropic fundraising at RMIT.

Key Accountabilities

- Lead Prospect Research and Management at RMIT to deliver against set objectives, ensuring the team provides a consistent high level of performance.
- Establish and refine strategies to identify new major and principal gift prospects, and to track fundraising activity, KPIs and reporting.
- Develop, implement and lead prospect management activities, including:
 - a. Coach fundraisers to develop effective cultivation, solicitation and stewardship strategies.
 - b. Provide strategic advice on donors and prospective donors to support meetings, travel planning and event or function invitations.
 - c. Conduct periodic reviews with frontline fundraisers to assess and optimise the configuration and management of their prospect portfolios.
- Prospect Research activities, including:
 - a. Ensure the team provides a high quality, responsive, and professional service to Advancement, the Office of the Vice-Chancellor and other relevant functions of the University
 - b. Implement and lead a comprehensive prospect identification program that considers gaps and institutional needs to ensure a fresh stream of prospective donors is identified and tracked
- Ensure accurate information is recorded about the University's VIPs, donors, prospective donors, business leaders etc
- Ensure there is a high standard of record keeping through the Advancement CRM, with a drive to enhance the richness and the accuracy of the data.
- Provide input and guidance on due diligence processes relating to potential donors and gift opportunities.

Key Selection Criteria

- Extensive knowledge and experience implementing and managing comprehensive prospect research and management programs, preferably in a Higher Education/Further Education setting.

- Strong capabilities gained through experience of research techniques, research resources, and information management issues.
- Experience leading a team of subject matter experts in a complex environment.
- Proven ability to develop constructive relationships and to influence, negotiate and collaborate with a wide variety of stakeholders to meet objectives.
- Ability to think creatively and apply innovative concepts when negotiating or providing advice.
- Strong communications skills.
- Excellent organisational skills, ability to oversee multiple projects concurrently, and consistently meet deadlines.
- Excellent analytical and reporting skills, including the ability to analyse engagement data, manage budgets, and interpret financial data.
- Demonstrated capacity to work both independently and in multi-disciplinary team environments as team leader or member, to assess priorities, exercise discretionary judgment and negotiate at senior levels for sustainable outcomes.
- Knowledge and experience using Advancement CRM databases.

Qualifications

Relevant bachelor's degree or equivalent experience in an appropriate field

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.