



INNOVATIVE UNIVERSITY OF ENGA

Irelya, Wabag, Enga Province, Papua New Guinea

POSITION VACANT

Executive Director of Advancement

Senior Leadership | President's Office | Salary Grade IUNAEX

Reports To	President
Location	Wabag, Enga Province, Papua New Guinea
Salary Grade	IUNAEX
Employment Type	Full-time, Continuing
Applications Close	Open until filled

About the University

Innovative University of Enga (IUE) is a rapidly developing higher education institution located in Wabag, Enga Province, Papua New Guinea. IUE is committed to transforming lives through quality education and is expanding its programs, infrastructure, and institutional capacity to serve students across the Highlands region and beyond. This is an exciting time to join IUE as it builds toward regional accreditation and long-term financial sustainability.

The Opportunity

IUE is seeking an experienced and entrepreneurial Executive Director of Advancement to lead the University's fundraising, donor relations, and external engagement function. This is a senior leadership position and a rare opportunity to build a comprehensive advancement programme from the ground up within a growing university committed to meaningful impact.

The Executive Director will serve as a key member of IUE's senior leadership team, working closely with the President, Governing Council, and senior administration to secure the philanthropic and grant resources necessary to advance IUE's strategic priorities.

Key Responsibilities

Fundraising and Donor Development

- Develop and manage a portfolio of prospective donors, including individuals, corporations, foundations, and international partners
- Cultivate, solicit, and steward major gifts in support of University priorities
- Design and implement comprehensive fundraising strategies and campaigns
- Build long-term relationships with donors and strategic partners

Grants and External Funding

- Identify, pursue, and manage grant opportunities from domestic and international sources
- Oversee preparation of grant proposals, reports, and compliance documentation
- Coordinate with academic and administrative units to align grant opportunities with institutional priorities

Endowment and Financial Stewardship

- Oversee the establishment, growth, and management of University endowment funds
- Ensure proper stewardship, reporting, and compliance for all restricted and endowed funds
- Work with finance leadership to align investment strategies with institutional goals

Strategic Partnerships and Engagement

- Develop partnerships with industry, government, and international organisations
- Support institutional visibility and reputation-building efforts
- Represent the University in external engagements related to advancement and development

Leadership and Administration

- Establish policies, systems, and procedures for advancement operations
- Build and supervise advancement staff as the function grows
- Provide regular reports to the President and Council on fundraising performance and pipeline development

Qualifications and Experience

Required

- Bachelor's degree (Master's degree preferred)
- Minimum seven (7) years of experience in fundraising, development, advancement, or a related field
- Demonstrated success in managing donor portfolios and securing major gifts
- Experience with grant writing and grant management
- Understanding of endowment management and donor stewardship practices
- Strong relationship-building and communication skills
- Ability to work effectively with senior leadership, governing boards, and external stakeholders

Preferred

- Experience in higher education advancement or international development
- Experience working in emerging or developing institutional environments
- Familiarity with donor management systems and fundraising analytics

Core Competencies

- Strategic thinking and execution
- Relationship management and negotiation
- Financial stewardship and accountability
- Communication and presentation skills
- Integrity and professionalism

How to Apply

Interested candidates are invited to submit the following to recruitment@iue.ac.pg:

- A current curriculum vitae (CV)
- A letter of interest addressing your suitability for the role

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.

IUE is an equal opportunity employer. We encourage applications from candidates of all backgrounds.

www.iue.ac.pg | recruitment@iue.ac.pg