

Position Description – Senior Advisor Bequests

Position Details

Position Title:	Senior Advisor Bequests
Position Number:	500569665
College/Portfolio:	Engagement
School/Group:	Alumni and Philanthropy
Campus Location:	Based at the city campus, but may be required to work and/or be based at other campuses of the University.
Classification:	<i>Salary Schedule:</i> HEW 8
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system, and are 16th in the world among universities less than 50 years old (2016–17 QS Top 50 Under 50 index).

In the 2016 QS World University Rankings by Subject, RMIT is 16th in the world (highest ranked in Australia) in Art and Design, and 36th in the world (fourth highest in Australia) in Architecture and the Built Environment. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated “well above world standard” in 13 fields and “above world standard” in a further nine fields.

www.rmit.edu.au

College/Portfolio/Group

The Engagement portfolio includes the Alumni and Philanthropy, Activator and Industry Engagement teams.

Ensuring industry is embedded in everything we do is the cornerstone of RMIT's strategy. The Industry Engagement team leads the university in striving towards the strategic goals of creating both better outcomes for RMIT and industry, and a step change in industry's connection to education.

The Alumni and Philanthropy team build the community of advocates for RMIT who champion the University's vision both locally and globally. The team is responsible for leading alumni engagement, fundraising and donor stewardship.

The Activator is RMIT's own incubator and supports students to learn entrepreneurial skills as well as providing students with the tools and support to start their own business.

Position Summary

The Senior Advisor Bequests is responsible for the identification, cultivation and solicitation of bequest prospects and the stewardship of confirmed bequestors for RMIT. The Senior Advisor will play a key role in supporting the development a new bequest society, collaborating on the creation and delivery of engaging events and communications, that will lift awareness of the program.

Playing a critical role in the Philanthropy team, the position will develop strategic relationships with internal and external stakeholders to raise the profile of the University and increase bequest pledges and income as part of the university's alumni and philanthropy strategy.

Reporting Line

Reports to: Associate Director, Philanthropy

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Collaborate on the development and implementation of the bequest program to increase the number of confirmed and intended bequests to RMIT, ensuring maximum return on investment.
- Effectively cultivate relationships with identified bequest prospects through events, personalised visits and other activity to raise the profile of the university's need for bequests. Support the development of campaigns, events and visits to drive higher support for the bequest program and increase bequest pledges and gifts.
- Identify, develop and strengthen relationships with key bequest influencers (solicitors/wills officers/financial planners) to grow bequest activity for RMIT.

- Ensure those who have pledged a bequest are effectively stewarded and communicated to about the impact of bequest contributions to the University and RMIT's effectiveness in managing and implementing philanthropic contributions.
- Provide high-level advice and support to University staff on how to develop relationships and solicit bequest pledges.
- Working with the Communications team, support the development of promotional and marketing materials for the bequest program including brochures, web site communications and correspondence.
- Prepare reports and analysis of the success of the bequest pipeline and program as required.
- Contribute to other Engagement Portfolio projects, activities and planning.
- Maintain information on individual bequest donors, including notes on all cultivation and solicitation activity and other critical information as required via the university CRM.

Key Selection Criteria

1. Demonstrated understanding of bequest fundraising and the key issues related to bequest programs.
2. Experience in implementing a successful bequest program.
3. Outstanding high-level interpersonal skills for communicating, negotiating and building relationships with internal and external donors to effectively promote RMIT and whilst demonstrating sensitivity and confidentiality.
4. Demonstrated high-level written communication skills, with the ability to prepare fundraising proposals, plans and strategies as well as reports, working papers, submissions and correspondence.
5. Demonstrated ability to initiate, lead and manage fundraising projects in a challenging, dynamic and complex environment.
6. Demonstrated ability to work effectively in a team environment, contributing to team outcomes, demonstrating leadership and influencing skills to enhance individual and team outcomes.
7. Excellent public speaking skills and experience in presenting and interacting confidently with diverse audiences.
8. Evidence of highly developed administrative, record keeping and computer skills, in particular experience in using a relationship database.

Qualifications

Degree and experience in a relevant field such as fundraising, business or communication.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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