THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Faculty of Business, Economics & Law incorporates the UQ Business School, the School of Economics, the TC Beirne School of Law, the Australian Institute for Business & Economics (AIBE) and the Centre for the Business & Economics of Health (CBEH).

The Faculty has the largest population of domestic and international Students within UQ. Students are enrolled in a myriad of single and dual undergraduate programs – either within the Faculty or across any of the other faculties – and many more postgraduate suites of programs.

Programs are offered at the St Lucia campus as well as offshore and in associate with international education providers. The Faculty also offers a range of quality Executive Education and Professional Development programs.

Information about the Faculty may be accessed on the Faculty’s web site at http://www.bel.uq.edu.au.

UQ Advancement

UQ Advancement is responsible for leading and coordinating activities and services that help raise the profile of the University to members of the community who include: alumni, corporate and industry partners and the community.

UQ Advancement supports The University of Queensland’s vision, mission and goals by raising awareness about the University, generating financial assistance and providing services to the University’s key stakeholders who include alumni and the community.

The key areas within UQ Advancement include Development (fundraising), Alumni and Community Relations, Bequests and Planned Giving, Advancement Services and Information and Knowledge Management.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of the Position

The primary purpose of the Advancement Manager is to cultivate and foster relationships with current and prospective donors at the major gift level ($50,000 and above) for the faculty of Business, Economics and Law.
Key responsibilities:

1. Raising funds on behalf of the Faculty, through developing and coordinating close working relationships with the Executive Deans, Heads of School, discipline leaders/chairs, and other key stakeholders to maximise fundraising efforts.

2. Provide leadership, influence and guidance across the Advancement team to develop and implement strategies both domestically and internationally.

3. Support and manage the fundraising portfolio of high-net worth contributors (dicated at $50,000 - $1 million), foundations and partner companies, with the goal of securing major gifts.

4. Assist the Director of Advancement with cultivating current and prospective donors at the Principal ($1m and above) gift level through collaboration with the Volunteer Leadership Boards.

5. Meets key performance indicators and financial fundraising goals through unique face-to-face visits, covertong engagements into donations and ensuring an ongoing pipeline of closed gift commitments per annum.

6. Management of Raiser’s Edge database ensuring consistent and accurate application of contact reports and execution of gift agreements.

7. Support and provide leadership to the Advancement Officer with ongoing development for Faculty-specific annual giving programs.

8. Manage new donor-funded projects (eg UQ Senate-approved scholarships and prizes, newly funded academic positions, research projects, named buildings etc) as required.

9. Represent the Faculty of BEL, UQ Advancement and the Director Advancement at events, functions, and other engagement activities.

Other

1. Attendance at programs and functions outside normal business hours may be required.

2. Intragate, interstate and overseas travel may be required.

3. Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
   a. the University’s Code of Conduct
   b. requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
   c. the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
   d. requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Faculty’s Director of Advancement and has no direct reports.
SELECTION CRITERIA

Qualifications and Experience

1. A postgraduate qualification in business or a related field with demonstrated relevant experience in major gift fundraising.

2. Demonstrated experience in leadership and influencing volunteer recruitment and management.

3. Demonstrated knowledge of philanthropic methods that can be used to identify, secure, maintain and build high-value relationships applicable to universities.

4. Prior experience in educational development will be well regarded.

5. A working understanding and appreciation of Philanthropic methods that can be used to identify, secure, maintain and build high-value relationships

6. Excellent oral and written communication, and interpersonal skills, including the ability to deliver group presentation and lead meetings

7. Demonstrated ability to effectively liaise and network with senior executives and high-net worth contributors to influence and drive fundraising strategies

8. A results-oriented person who warmly develops prospect relationships

The University of Queensland is committed to equity, diversity and inclusion.