POSITION DESCRIPTION

Position Title: Deputy Director, Engagement and Philanthropy
Organisation Unit: Faculty of Engineering, Architecture and Information Technology
Position Number: 3023877
Type of Employment: Full Time, Continuing
Classification: Hew Level 9

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 (60). 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 Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

The EAIT Faculty Workshop Group (FWG) plays a pivotal role in supporting teaching and research in design, manufacturing, electrical, electronic and instrumentation.

The FWG is structured under three teams: Skills and Design Training, Prototype Development, and Operations. The Skills and Design Training group will focus primarily on learning and includes the Architecture workshop, the Student Access Workshop (SAW), the Student Technology Centre (STC), and the proposed Student Access Laboratory. The Prototype Development group is involved with the design, development and maintenance of prototyping equipment, ranging from the manufacture of individual components to complex specialist apparatus for use in research and teaching. The group also has the capability to calibrate instrumentation and mechanical safety devices and is also available to participate in procurement activities involving laboratory and workshop equipment. The Instrumentation and Electronics workshop team will support both the Skills and Design and Prototype groups.

For more information about the Faculty, please visit: www.eait.uq.edu.au

Faculty Advancement activities include alumni and industry engagement, strategic event programming, intentional and regular communications and fundraising. Advancement at EAIT is in an early growth phase, providing many exciting and outstanding opportunities for future success. This position will report to the Director of Advancement.
DUTY STATEMENT

Primary Purpose of Position

The Deputy Director, Engagement and Philanthropy is a key position within the EAIT Advancement team. Serving as an ambassador for the Faculty, the role will primarily be focused on developing and managing meaningful engagement opportunities and programs for those who have, or could have, an interest in the activities of the Faculty, and to encourage their support in return.

- The role will primarily be responsible for developing mutually beneficial programs with alumni, industry, donors and the Faculty’s wider community
- It will be responsible for the strategic development and growth of best-practice, market-centric programs which engage alumni and friends
- This engagement will ultimately seek to build their participation, contribution and support of the Faculty’s objectives through philanthropy and volunteering

With the University heading towards a significant fundraising campaign, this position will underpin, develop and deliver the Faculty engagement strategies that will lead to future success, particularly in fundraising, and also in its wider, objectives around alumni engagement, volunteering and guidance

Duties

Duties and responsibilities include, but are not limited to:

Strategy and development

- Continue to develop, refine and manage a comprehensive and best-practice alumni and community engagement program on behalf of the Faculty and its Schools
- Develop strategic and intentional opportunities and programs to engage alumni, industry supporters and donors that foster mutually beneficial relationships between stakeholder groups, the Faculty and its Schools
- Develop and manage Faculty-based alumni programs (e.g. student-alumni mentoring, class-reunions) to engage our alumni, donor and industry community
- Develop programs to educate current students and their families about the role of alumni in advancing the Faculty
- Develop and lead an intentional events strategy – locally, nationally and internationally to engage EAIT alumni for mutual benefit
- Assist the Director in future strategic direction around EAIT Advancement, and play a wider leadership role in developing UQ alumni and community engagement as a recognised national leader in all that it does
**Engagement**
- Work closely with the international and domestic alumni ambassador councils, arranging meetings, staffing of committees, and ensuring strong and productive relationships between its members and the academic and administrative leadership of the Faculty and the university.
- Plan, implement, and promote alumni programs and events that support EAIT’s strategic plan, including the goals of all fundraising initiatives and campaigns working in collaboration with fundraising personnel.
- Lead, manage and continue to develop an intentional and effective communications strategy with EAIT alumni including:
  - Annual alumni magazines
  - Donor Impact Report
  - Web
  - E-news
  - Social media
- Initiate and manage communication between the Faculty, its Schools, UQ Advancement and other key stakeholders, such as alumni volunteers, representatives from student associations and professional societies
- Work with Faculty and University staff to identify and nominate alumni for university-wide alumni awards and other forms of official recognition beneficial to advancing external relationships

**Fundraising**
- Ensure the engagement strategy supports the broader Advancement strategy on volunteering, involvement, fundraising, student employment
- Oversee the Faculty’s involvement annual mail and telephone appeals, reunion giving and annual Engineering Class Gift initiative
- Conduct appropriate follow-up, stewardship, and volunteer recruitment activities
- Routinely identify and qualify alumni prospects for major gifts; communicate fundraising-related activities with Report of Contact and attendance at prospect management meetings
- Maintain a personal portfolio of leadership giving $1,000+ donors/prospects and maintain scheduled visits for fundraising related purposes
- Meet key performance indicators for the cultivation, solicitation and stewardship of donors to the Faculty, including number of unique face-to-face visits per annum, number of solicitations per annum, and number of closed gift commitments per annum
- Support the Director of Advancement, as required, in advancing the Faculty fundraising goals and strategies

**Management**
- Directly supervise staff (Alumni & Community Engagement Officer and Events Officer (Marketing & Advancement))
- Allocate workloads and conduct performance planning and reviews in accordance with the Recognition and Development Program, examining training needs, and coordinating staff development
• Approve timesheets/leave records, overtime and/or allowance payments.

• Manage and influence of a wide range of external and internal stakeholders and constituents to encourage support of, and participation in, the EAIT alumni engagement program

• Manage a wide number of EAIT alumni volunteers to participate in comms, events, mentoring programs etc – the position will be expected to take the lead on discovering/engaging with a wide-range of Faculty alumni from new to very senior graduates

• Develop, project manage and deliver a number of simultaneous programs that engage EAIT alumni, donors and friends, and foster good, productive relationships for mutual benefit

Data

• Develop effective methods for identification and tracking of alumni activity within EAIT

• Devise and develop new and innovative ways for collecting and improving constituent contact information to support the enhancement of the UQ constituent database (Raisers’ Edge)

• Produce timely reports on engagement and prospect activities

Budget Management

• Oversee and balance the budget for alumni and community engagement; manage existing and/or additional alumni and community programs (including affinity programs), services and communication within the annual program budget.

• Develop strategic proposals within budget for approval

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

• the University’s Code of Conduct

• 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

• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

• 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. You will also work closely with a number of key internal stakeholders including (but not limited to): the Executive Dean, The Faculty Executive Officer, Heads of School, Associate Director (Development), School Engagement Officers and UQ Advancement staff. You will also liaise closely with, and be required to occasionally influence and lead the Faculty’s Marketing & Communications staff in support of your outcomes.
SELECTION CRITERIA

**Essential**

- Postgraduate qualifications and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training
- 3 years’ strategic management and operational experience in delivering high-value membership-based services and programs
- Demonstrated effectiveness in designing, delivering and measuring innovative, best-practice and customer-centric programs which engage stakeholders in a variety of ways
- Demonstrated effectiveness in developing, influencing and managing multiple high-value and senior relationships for mutual benefit between individual and institution
- Proven expertise in the management of human and material resources – particularly in relation to delivering events and multi-channel communications in a complex organisational environment
- Proven ability to deliver results autonomously, and in leading/influencing others within a broader group environment to achieve successful outcomes
- An understanding and appreciation of the imperative of alumni engagement and fundraising at tertiary level, and the challenges involved
- Excellent interpersonal, verbal and written skills, including a demonstrated ability to engage at all levels with passion, clarity and precision
- An understanding and appreciation of how constituent databases, traditional media and new technologies can support and enhance engagement opportunities for, and with, alumni
- Sound budgeting skills, with the ability to plan on a financial, strategic and operational level
- A creative, innovative and entrepreneurial self-starter who can adapt global best practice to suit the needs of an institution and its stakeholders
- An effective leader who is able to influence without hierarchical power
- Understanding and resilience in bringing about institutional and cultural change
- Motivation to work autonomously, with a willingness to exercise initiative and take on increased responsibility
- Ability to appropriately exercise tact, discretion and sensitivity

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.