POSITION DESCRIPTION

Position Title: Advancement Officer
Organisation Unit: Faculty of Medicine
Position Number: NEW
Type of Employment: Full-time, continuing
Classification: HEW 6

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim going forward.

Faculty of Medicine

The University of Queensland Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia's largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia's largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.mbs.uq.edu.au.

Advancement at The University of Queensland

Throughout its history, The University of Queensland has benefited from the support of its alumni and friends to enhance funding, deliver world-class research and allow students to reach their full potential. The St Lucia campus rests on land gifted through the Mayne siblings, and the School of Veterinary Science continues to use farmland at Pinjarra Hills donated to the University in the early 1920s. The modern research-intensive University is supported by a partnership of significant philanthropy and leveraged grants from the government.

As UQ moves into its second century, the University is committed to strengthening its links with alumni and other partners and to fulfilling an ambitious fundraising agenda, aiming to promote a culture of public engagement in the University's mission and its goal of becoming one of the world’s pre-eminent public research universities.
With the support of the University’s Senior Management, and in response to a new strategy, UQ is working towards its first comprehensive fundraising initiative, hailing a new era in philanthropy and fundraising across the University. Advancement at UQ works in partnership with academic and professional colleagues throughout the university to increase engagement and build and maintain enduring relationships with key constituents including alumni, community and friends, organisations, trusts, foundations, industry and corporations. Under the leadership of the Vice-Chancellor and President and Pro-Vice-Chancellor (Advancement), UQ Advancement is investing in a high performing Advancement team to partner with UQ academia to deliver new sustainable levels of philanthropic support.

Within UQ Advancement, there are three primary portfolios:

The Development and Philanthropy portfolio leads philanthropic and fundraising efforts across The University of Queensland. The team provides services to university-wide advancement efforts with respect to constituent and prospect research, prospect management for major and principal gifts, bequests and planned giving, coordination of grant applications to trusts, foundations and corporations and high-level coordination of fundraising activities including the donor relations program. The team is dedicated to fostering effective relationships with key stakeholders to promote The University of Queensland as a worthy destination for philanthropy.

The Alumni and Community Relations team provides leadership at The University of Queensland on alumni and community engagement, fostering mutually beneficial life-long relationships between UQ and its 225,000+ alumni (50% of whom are living in Queensland and nearly 35,000 alumni are from abroad) while enhancing the brand and raising the profile of UQ globally. The team promotes stronger connections through a range of high impact events, beneficial programs and services, professional networking, and volunteer opportunities. The team also coordinates the annual giving program.

The Advancement Services team delivers data and gift services, manages the University’s customer relationship management system for alumni and community, and manages the University’s philanthropic financial processes. The team’s activities supports Advancement work across UQ to ensure success in philanthropic and fundraising efforts.

Information about UQ Advancement can be found at www.alumni.uq.edu.au.

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 Position

The Advancement Officer facilitates the fundraising goals of UQ’s Faculty of Medicine by supporting the Director of Advancement and other senior fundraisers as part of the Faculty fundraising team. This position involves administrative support with the opportunity to work closely with senior fundraisers and their prospects to secure and manage philanthropic gifts.

The Advancement Officer will work closely with key stakeholders within the Faculty and UQ Advancement to support the development and implementation of strategies and activities.
related to fundraising, philanthropy, relationship building, prospect pipeline development and related special event management

**Duties**

Duties and responsibilities include, but are not limited to:

**Advancement Administration**

- Work with the Director and Deputy Director to provide administrative leadership for project management, including scope, consultation, timeframe, goal setting, identification of deliverables, information flow and budget management, as required.
- Active use of UQ’s customer relationship management (CRM) database, Raiser’s Edge, and other project management tools to produce strategic and operational reports and facilitate project management.
- File contact reports, ensure data files and records are regularly updated on Raiser’s Edge database, and that appropriate documentation, material and correspondence are produced for each constituent in their portfolio as needed.
- Process gift cover forms, ensure administration for gifts is completed promptly, and in accordance with best practice, UQ, State and Commonwealth policies.
- Assist in the establishment of new donor funded projects (e.g., senate-approved scholarships, bequests, pledges, named buildings, funded academic positions, research projects, etc.), recording all relevant information in Raiser’s Edge.
- In coordination with the central Research and Prospect Management team, research background information on trusts, foundations and corporations to identify potential Faculty links with the aim of qualifying prospects for leadership annual gifts or major gifts;
- Assist in the preparation and coordination of proposals, reports and other fundraising collateral materials.

**Advancement Support**

- With the Director and senior fundraising managers, assist in the implementation of fundraising strategies for Faculty fundraising projects.
- Support the Faculty’s donor pipeline development through discovery visits with unqualified and unassigned potential prospects.
- Liaise with senior fundraisers to prepare documents and support materials for prospect meetings.

**General Advancement Duties**

- Uphold and promote a university-wide understanding of philanthropy and be committed to best practice and the fundraising code of ethics.
- Collaborate with colleagues from the Faculty, UQ Advancement, Alumni and Community Relations and Advancement teams across campus to improve efficiency and service delivery.
- Represent Faculty Advancement at events, functions and other engagement activities to network and build relationships with internal and external constituents/stakeholders for advancement purposes.
Other

- Undertake intrastate, interstate and overseas travel as required for events and activities associated with Faculty advancement and fundraising.
- Be available to occasionally work outside the standard span of business hours.
- Other duties as required
- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
  - 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 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 Deputy Director, Advancement.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree, preferably in a relevant area of study.
- Demonstrated knowledge of philanthropy and fundraising in a university or other large not-for-profit and/or charity sector.
- Demonstrated experience in a project support role.
- Experience in the use of a wide range of computer applications in a network environment.
- Strong verbal and written communication skills.
- Ability to juggle competing priorities, work independently with strong attention to detail, and meet deadlines.
- Personal qualities such as tact, discretion, motivation, enthusiasm and a positive, cooperative manner.

Desirable

- Sound knowledge (or the ability to gain the knowledge) of The University of Queensland structures and functions.
- Knowledge of the Raisers’ Edge or similar customer relationship management (CRM) databases.
- Experience working within a fundraising environment.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au