POSITION DESCRIPTION

Position Title: Executive Director
Organisation Name: The University of Queensland in America, Inc.
Type of Employment: Part-time (50%), fixed-term (2 years)
Classification: Senior Administration

THE UNIVERSITY OF QUEENSLAND IN AMERICA, INC.

The University of Queensland in America, Inc. (TUQIA) raises financial support for research and educational collaborations with US partners, friends and alumni. A non-profit charitable organization that is tax-exempt under IRC § 501(c)(3), TUQIA works closely with The University of Queensland (UQ) to facilitate philanthropic support.

The President and Chairperson of the TUQIA Board of Directors (TUQIA Board) is supported by a group of leading alumni and influential members of the community. In compliance with IRS regulations, the TUQIA Board maintains complete discretion over the disposition of the gifts it receives. Donations to TUQIA are generally tax-deductible to US taxpayers as charitable contributions.

Since its establishment in 2012, TUQIA has provided over $30 million in grants to UQ, supporting initiatives involving medical research, sustainable energy, scholarships, bioengineering, coral reef research and restoration and much more.

The TUQIA Board has authorized UQ to commence a search for a suitable candidate to fill this critical business role, and UQ will be managing the administrative selection process. The final hiring decision will rest with the TUQIA Board.

THE UNIVERSITY OF QUEENSLAND

UQ is a leading Australian university with campuses in the State 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.
For more than a century, UQ has 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 rankings, 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’s 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 250,000-plus operating budget. With six Faculties and four University-level Institutes, its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city.

ADVANCEMENT AT THE UNIVERSITY OF QUEENSLAND

Throughout its history, UQ 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 Australian government.

As UQ moves into its second century, the University is committed to solidifying its reputation as one of the world’s pre-eminent public research universities. This involves strengthening its brand, improving its links with alumni and partners and promoting a strong culture of giving to significantly grow the sustainable level of philanthropic support the University receives annually. In 2017 the University launched its first major comprehensive campaign, Not if, When – The Campaign to Create Change with the target of raising $500 million to empower student success, transform teaching and learning, and drive discovery and impact. Visit https://giving.uq.edu.au.

The UQ Advancement Office works in partnership with three international charities (TUQIA, The University of Queensland UK Trust and The Hong Kong Foundation for Charities), and academic and professional colleagues throughout the University to increase engagement and to establish enduring relationships with key constituents including alumni, community, friends, organizations, trusts, foundations, industry and corporations in Australia and around the world.
DUTY STATEMENT

Primary Purpose of Position
The Executive Director (TUQIA) will provide leadership and advice to advance the TUQIA Board agenda and will act as the liaison between TUQIA and its volunteer leadership, and UQ staff – ensuring information is provided proactively between stakeholders and actions are being executed in a timely and mutually beneficial manner.

The incumbent will implement all policies of the TUQIA Board and perform all duties assigned to her/him by the Chairperson; will submit to the TUQIA Board and committees such reports as the TUQIA Board may require; will administer the fiscal policies and procedures as developed by the TUQIA Board and assist in the preparation of the annual budget for presentation to, and adoption by, the TUQIA Board; and will provide overall support to the TUQIA Board as directed.

Leadership
- Take a leadership role in implementation of TUQIA’s mission and policies; establish a clear operating Memorandum of Understanding between TUQIA and UQ to ensure independence and compliance with IRS regulations.
- Recommend and monitor standards and principles for conduct and make recommendations to the TUQIA Board on operating policy, providing sufficient information for the TUQIA Board to make sound policy decisions.
- Provide programs for TUQIA Board education in not-for-profit governance, and management issues affecting the philanthropic community as appropriate.
- Keep abreast of UQ needs and interests as they relate to TUQIA’s mission and goals; participate in conferences and workshops that relate to TUQIA’s development and impact in the community.

Board Management
- Schedule meetings, arrange location and provide timely notification to participants.
- Execute the decisions of the TUQIA Board promptly and accurately; problem solve appropriately.
- Manage membership timelines as per by-laws and appropriate TUQIA Board membership recruitment to ensure quorum.
- Prepare agendas and meeting minutes in a timely fashion for review by Chairperson/officers; maintain records of all meetings including Minutes and all pertinent attachments, including but not limited to reports, correspondence, forms, etc.

Grant Allocation
- Draft/revise grant guidelines and application forms and manage associated foundation templates.
- Partner with relevant parties to support/develop requests for proposals with the TUQIA Board input and direction and screen to ensure grant applicants meet legal qualifications to receive a grant; provide insight and counsel to the Grant Committee.
- Manage the grant-making process under the supervision of the TUQIA Board to ensure timely granting processes; provide for the disbursement of funds as per policies and procedures.
- Follow up on all grants to ensure the funds were spent as intended and assess the final outcome of the grant project; submit written reports of the follow-up to the Grant Committee.
- Document any outcomes and connections with funders and volunteers in a central database; maintain associated software and input grant data in timely fashion.

Fiscal Responsibility

- Work with outside accountants to ensure timely preparation of annual IRS Form 990 and with outside counsel to effect other necessary compliance; prepare a budget for each upcoming year; submit applications for operating grants; maintain the bank account and all financial and investment information in a transparent and organized fashion.
- Conduct ongoing internal fiscal and operations audit to ensure compliance; review holding fund for flexible dollars to ensure gifts are utilised; attempt to seek ongoing efficiencies regarding total operating expenses.
- Evaluate on-going funding model under the supervision of the TUQIA Board to ensure compliance; promptly inform the TUQIA officers of any possible financial problems and/or irregularities.
- Collect, organize and submit all pertinent financial and investment information to TUQIA’s officers; submit financial report at each meeting to the Board, including a listing of all expenses.

Communications/Public Relations

- Develop and maintain appropriate relationships and communications with the TUQIA Board, grant applicants, grantees, and all other stakeholders.
- Represent and serve as spokesperson for TUQIA to the general public, special constituencies, potential donors and other organizations or entities.
- Plan, supervise and coordinate any research and publications for TUQIA, including an annual report.
- Inform the TUQIA Board in a timely fashion of any potential operational or reputational risk to the organization.
- Work with appropriate parties to ensure TUQIA website and other public information is updated and accurate.

Policies and Procedures

- Maintain TUQIA Board-approved policies and procedures for the day-to-day operation of the organization, including, but not limited to: 1) the handling of all financial transactions; 2) the grant process including the application, review, approval, notification and follow up; 3) purchasing of equipment and supplies; 4) gift acceptance policy and allowable giving vehicles; 5) applicable legislative privacy rules and regulations in the United States.
- Review existing policies and procedures and identify long-term solutions relative to gifts of securities, management of matching gift programs associated with gifts (i.e. Benevity/corporate matching schemes) and bequest management processes for TUQIA.
- Annually review policies and procedures; any changes shall be submitted to the TUQIA Board for approval along with recommendations for revision if necessary.
- Follow policies and procedures and oversee other staff when applicable to assure compliance.

Records Maintenance
- Maintain digital and written records of all meetings, correspondence, grant requests, forms, and financial transactions – including gifts of securities and bequests.
- Maintain records in a safe, organized, and readily retrievable manner with appropriate back-up and security measures in place.
- Ensure all donor and gift information is collected, stored and used in a manner consistent with relevant information privacy laws.

Other Duties
- Record and annually submit a list of improvements and achievements made the previous year and a list of goals for the upcoming year for review by the TUQIA Board for performance review purposes.
- Comply with US regulations on matters relating to employment and managing the activities of a tax-exempt organization in the United States.

Organisational Relationships
- The position will report to the TUQIA Board of Directors while maintaining a collaborative working relationship with the Director, Global and Institutional Philanthropy at UQ.

SELECTION CRITERIA

Qualifications
The incumbent will have substantial experience in foundation/non-profit organizational management and/or university advancement, and demonstrated rights to live and work in the United States. Preference for post-graduate credentials and direct experience in US-based non-profit management and associated operational requirements.

Knowledge, Skills and Experience
- A proven track record in foundation or non-profit management with full compliance and operational excellence.
- Highly developed project management and communication skills, including presentation skills.
- Ability to liaise with high-net worth leaders across government, business and philanthropy.
- Ability to manage and maintain key networks and work collaboratively from a distance.
- A high-level understanding of strategic engagement and philanthropic relationships.
• Ability to blend both strategic and operational management.

**Personal Qualities**
• Ability to work seamlessly with a range of stakeholders to meet common objectives.
• Ability to exercise initiative and judgement.
• Dependable, driven and customer-service oriented.
• Self-reliant, diplomatic and flexible.
• Ability to exercise discretion and maintain confidentiality.

TUQIA maintains its head office in Washington DC, and Board meetings typically take place in New York City. Flexible work options, including working remotely, will be considered.

Candidates must be based in the United States to allow seamless access to associated accounts, postal addresses and tax submissions. Periodic travel may be required.

Information about benefits to be provided upon application.