POSITION DESCRIPTION

Position Title: Advancement Officer
Organisation Unit: Faculty of Business, Economics & Law
Position Number: NEW
Type of Employment: Full Time, Continuing
Classification: HEW Level 7

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 and Law (BEL) incorporates three schools – UQ Business School, the School of Economics and the TC Beirne School of Law – and two research centres – the Australian Institute for Business and Economics (AIBE) and the Centre for the Business and Economics of Health (CBEH).

With more than 450 staff and 12,000 enrolled students, including 5600 international students, the BEL Faculty is UQ’s largest.

The Faculty offers a wide range of undergraduate and postgraduate programs at the St Lucia campus. It also operates UQ Brisbane City, the University’s newest site in the heart of the Brisbane CBD. Home to students and professionals from select postgraduate programs and UQ Executive Education courses, UQ Brisbane City is a unique space where students, alumni, industry and government can create, connect and innovate.

The Faculty’s high-achieving students are taught by leaders in their fields, many of whom are renowned researchers and consultants to companies around the globe. Students can also connect with the Faculty’s award-winning Student Employability Team to increase their employability, access opportunities and manage their careers.

The Faculty boasts a global, tight-knit alumni network of more than 67,000. BEL alumni hold leadership positions in the private sector, in government and with not-for-profit organisations worldwide.

To learn more about the BEL Faculty, please visit https://bel.uq.edu.au.

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at https://staff.uq.edu.au/information-and-services/human-resources.

**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 Position

The Advancement Officer supports the mission of the Faculty’s Advancement team through building relationships and managing a portfolio of current and prospective annual giving donors.

Key Responsibilities

1. Cultivate, develop and manage stakeholder relationships on behalf of the Faculty with the aim to maximise fundraising through the leadership gift level ($1,000 - $50,000) and annual giving.

2. Meet key performance indicators for the discovery of new annual donors and prospective annual giving donors to the Faculty, including: number of unique face-to-face visits per annum, new prospects discovered and major gift prospects.

3. Develop and support specific stewardship for Dean Society members maintaining membership retention and assisting the Director of Advancement and Advancement Manager in expanding the Faculty’s donor portfolio and meeting annual fundraising goals.

4. Assist the Deputy Director of Advancement in identifying engagement opportunities for current and prospective donors at all levels in the annual engagement calendar, and co-ordinate guest lists for such events.

5. Work with other members of UQ Advancement, the Faculty and its Schools to develop and implement strategies for engaging with, and developing relations with alumni, both domestically and internationally.

6. Manage effective records for constituents and donors in Raiser’s Edge. Including implementation of contact reports and development and execution of gift agreements.

7. Assist with the establishment of new donor-funded projects (e.g. UQ Senate-approved scholarships and prizes, newly funded academic positions, research projects, named buildings etc.).

8. Work collaboratively with BEL Faculty Marketing and Communications Team to reach alumni and prospective donors through communications, campaigns and social media to drive giving and retention.

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

1. 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

1. A tertiary qualification in business or a related field with demonstrated relevant experience in fundraising and stewardship of significant donor relationships.
2. Experience in coordinating volunteer recruitment and management.
3. Demonstrated knowledge of philanthropy, and its applicability to universities or equivalent.
4. A working understanding and appreciation of the methods that can be used to identify, secure, maintain and build high-value philanthropic relationships.
5. Demonstrated ability to effectively liaise with senior executives and high-net worth individuals to influence and drive fundraising strategies.
6. Demonstrated ability to consistently meet competing deadlines whilst working under pressure, and maintaining a commitment to quality outcomes and customer service.
7. Strong abilities in analysing complex or diverse information and problem solving.
8. Excellent oral and written communication, and interpersonal skills, including the ability to deliver presentations and lead meetings.
9. Excellent qualities in influencing and negotiation.

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.

Accessibility requirements and/or adjustments can be directed to The Faculty of Business, Economics & Law Human Resources Professional Services Team (hr@bel.uq.edu.au).