POSITION DESCRIPTION

Position Title: Advancement Manager
Organisation Unit: Faculty of Science
Position Number:
Type of Employment: Full Time, Continuing
Classification: Hew Level 8

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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 UQ Faculty of Science is an internationally recognised provider of education and research, home to some of the world’s most innovative scientists, teachers, science programs and commercial ventures and is one of the largest science groupings in Australia.

Through its schools and centres, the Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, mathematics and physics, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates are working on a wide range of groundbreaking projects, from supercharging vaccine production to fight the world’s next epidemic to digitally mapping the Great Barrier Reef.

For more information, visit the UQ Faculty of Science’s website: science.uq.edu.au.

Diversity and Inclusion

The Faculty recognizes 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.

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 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 Science, with emphasis on the School of Veterinary Science (SVS), School of Agriculture and Food Sciences (SAFS) and UQ Gatton Campus.

Duties

Duties and responsibilities include, but are not limited to:

Fundraising

- 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.
- Provide leadership, influence and guidance across the Advancement team to develop and implement strategies both domestically and internationally.
- Support and manage the fundraising portfolio of high-net worth contributors (dictated at $50,000 - $1 million), foundations and partner companies, with the goal of securing major gifts.
- Assist the Director of Advancement with cultivating current and prospective donors at the principal gift level ($1 million and above).
- Meets key performance indicators and financial fundraising goals through unique face-to-face visits, converting engagements into donations and ensuring an ongoing pipeline of closed gift commitments per annum.
- Usage and mastery of the Advancement CRM ensuring consistent and accurate application of meeting reports and execution of gift agreements.
- Manage new donor-funded projects (e.g. UQ Senate-approved scholarships and prizes, newly funded academic positions, research projects, named buildings etc.) as required.
- Represent the Faculty of Science and the Director Advancement at events, functions, and other engagement activities.
- Other duties as required.

Other

- Attendance at programs and functions outside normal business hours may be required.
- Intrastate, interstate and overseas travel may be required.
- Travel as necessary to Faculty of Science campuses, including UQ Gatton.
- Supervisorial responsibilities of other Advancement Unit staff may be required.
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 Director of Advancement, Faculty of Science.

SELECTION CRITERIA

- A postgraduate qualification with demonstrated relevant experience in major gift fundraising or an equivalent combination of relevant experience and/or education/training.
- Demonstrated knowledge of philanthropic methods that can be used to identify, secure, maintain and build high-value relationships applicable to universities.
- Demonstrated track record of reaching key performance indicators such as qualifying new prospects, achieving meeting goals, making solicitations and writing quality meeting reports.
- A working understanding and appreciation of philanthropic methods that can be used to identify, secure, maintain and build high-value relationships.
- Excellent oral and written communication, and interpersonal skills, including the ability to deliver group presentation and lead meetings.
- Demonstrated ability to effectively liaise and network with senior executives and high-net worth contributors to influence and drive fundraising strategies.
- A results-oriented person who warmly develops prospect relationships.

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 recruitment@uq.edu.au