POSITION DESCRIPTION

Position Title: Advancement Officer
Organisation Unit: Institute for Molecular Bioscience
Position Number: NEW
Type of Employment: Full time, fixed term
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 (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.

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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://uniqest.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 University of Queensland’s Institute for Molecular Bioscience (IMB) is a leading global life sciences research institute committed to improving quality of life through research. IMB was established in 2000 as UQ’s first research institute and is the cornerstone of one of the largest bioscience research precincts in Australia.

The Institute is home to more than 450 researchers, postgraduate students and support staff from more than 40 countries who work in partnership with their academic, industry and clinical colleagues around the world to advance knowledge in areas including pain, rare diseases, inflammation, superbug infection, cardiovascular disease, environmental research, drug discovery and development, cancer, diabetes and obesity, and reproductive health. Our mission is to drive the bioeconomy and create better health; our vision is to be a life sciences institute with global impact.

By investigating how we grow and develop at the genetic, molecular, cellular and organ levels, IMB researchers can better understand the development processes and pathways involved in human and animal health and disease. The institute also has the technical capacity to translate its new knowledge into drugs, diagnostics and technologies to more effectively prevent, detect and treat disease; and pursue opportunities in a range of biotechnology applications for health, industry and the environment.

IMB’s research outcomes are protected and commercialised by UQ-owned technology transfer group UniQuest.

Information for Prospective Staff

The Institute 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.

IMB 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.

Specific initiatives at IMB can be found at (https://imb.uq.edu.au/about/equity-and-diversity-imb)

Further 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 Institute’s Advancement team through building relationships and managing a portfolio of current and prospective annual donors and corporate supporters. This role will also drive effective engagement with the broader community and institute alumni to advance the mission of UQ.

Key responsibilities

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

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

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

4. Assist the Advancement team 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 and the Institute 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/execution of gift agreements.

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

8. Work collaboratively with Marketing and Communications team (Institutes, Central Advancement and Office of Marketing Communications) to reach alumni and prospective donors through communications, campaigns and social media to drive giving and retention.

9. Represent the Institute and UQ advancement at events, functions, and other engagement activities.

Other

1. Attendance at programs and functions outside normal business hours may be required.

2. Intrastate, interstate and overseas travel may be required.

3. 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 Institute’s Director of Advancement and has no direct reports.

SELECTION CRITERIA

Essential

1. Completion of a business degree, with an appreciation and understanding of how to excel in a multifaceted and complex environment
2. Demonstrated ability to effectively liaise with senior executives and high-net worth individuals to influence and drive fundraising strategies.
3. Excellent oral and written communication, and interpersonal skills, including the ability to deliver presentations and lead meetings
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 consistently meet competing deadlines whilst working under pressure, and maintain a commitment to quality outcomes and customer service.
6. Excellent qualities in negotiation, tact, diplomacy and the ability to maintain confidentiality and demonstrate sensitive handling of situations and issues; superior interpersonal skills combined with a positive attitude

Desirable

1. Demonstrated knowledge of philanthropy, and its applicability to universities or equivalent
2. A working understanding of the principles of philanthropy and fundraising, and an awareness of the Australian fundraising environment, philanthropy and it applications to research institutes and universities.

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 IMB HR