POSITION DESCRIPTION

Job Title: Associate Director, Development

Organisation Unit: Faculty of Engineering, Architecture and Information Technology

Position Number: 3026890

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 (52), QS World University Rankings (47), 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 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 programmes 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 Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty 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. 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, programmes and initiatives to help balance work and family responsibilities.

For more information about the Faculty, please visit: www.eait.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

The position of Associate Director, Development is located within the Faculty of Engineering, Architecture and Information Technology (UQ St Lucia Campus) and contributes to the Faculty’s relationship-building and fundraising programmes managed through the Advancement Office.

On a day-to-day basis the position reports to the Director of Advancement in the Faculty of Engineering, Architecture and Information Technology.

Primary Purpose of Position

The Development Manager supports the mission of the Faculty by managing a portfolio of High-Net Worth individuals and foundations, with the goal of securing major gifts to support established priorities.

The Faculty is playing a key part in UQ’s institutional philanthropic campaign – it is expected that EAIT will be raising tens of millions of dollars of philanthropic income between now and 2020 for Faculty priorities. This will include a number of high profile strategic capital projects and philanthropic programmes.

The post-holder will be expected to spend at least 80% of his/her time on direct fundraising and 20% or less on administrative functions. The Associate Director, Development will have responsibility for 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.

Duties:

Fundraising and Relationship-Building

- Responsibility for cultivation, solicitation and stewardship of relationships with a portfolio of current and prospective donors at the major gift ($50,000+-$999,999) level. The Associate Director, Development will proactively manage a portfolio of around 100+ prospective donors which will include alumni, industry, friends, students, parents, trusts and foundations
- Work with the Director of Advancement to cultivate and steward current and prospective donors at the Principal ($1m+) gift level
- Meet key performance indicators for the cultivation, solicitation and stewardship of donors to the Faculty, including: number of unique face-to-face visits per annum, number of solicitations per annum, and number of closed gift commitments per annum
- Responsibility for meeting financial fundraising goals and activity based KPIs, determined annually
- Support the ongoing development of Faculty-specific annual giving programmes
- Develop and manage specific stewardship programmes relating to the Faculty
- Represent the Faculty of Engineering, Architecture and Information Technology and UQ Advancement at events, functions, and other engagement activities
- Represent the Director of Advancement in their absence at internal or external meetings

Alumni Relations
• 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

Staff Management

• There is no direct reporting line for this role, however you will be expected to work with the influence a broad range of internal staff in the engagement and development of productive external relationships

Administration

• Manage effective records for constituents and donors in Raiser’s Edge (UQ’s constituent database). This will include implementation of contact reports and development and execution of gift agreements – all in accordance with UQ policies and procedures
• As required, manage establishment of new donor-funded projects such as, UQ centrally approved scholarships and prizes, newly funded academic positions, research projects, and named buildings and facilities)

Travel and Out of Hours Work

• While many alumni and donors are based in the greater Brisbane area, occasional intrastate, interstate and overseas travel is likely to be required
• It will not be uncommon for the post-holder to be attending programmes and functions outside normal business hours

Other

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 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
SELECTION CRITERIA

Qualifications and Experience

Essential

- An undergraduate degree, with an appreciation and understanding of how to excel in a multi-faceted and complex environment.
- Substantial relevant experience in roles that demonstrate successful outcomes in cultivation, solicitation and stewardship of significant client relationships (individual and/or corporate); and

Desirable

- A postgraduate qualification in business or a related field
- Some experience working in engineering-related sectors
- Prior experience managing philanthropic relationships in educational development will be well regarded

Knowledge and Skills

- Demonstrated knowledge of philanthropy, and its applicability to universities or equivalent.
- A working understanding and appreciation of the methods that can be used to identify, secure, maintain and build high-value philanthropic relationships.
- Strong abilities in analysing/synthesizing complex or diverse information, and problem solving.
- Excellent oral and written communication, and interpersonal skills, including the ability to deliver group presentation and lead meetings.

Personal Qualities

- Demonstrated initiative and creativity backed with tenacity and resilience to succeed.
- Demonstrated ability to effectively liaise with senior executives and high-net worth individuals to influence and drive fundraising strategies.
- Excellent qualities in influencing and negotiation, tact and discretion.
- Demonstrated ability to consistently meet competing deadlines whilst working under pressure, and maintaining a commitment to quality outcomes and customer service.
- A results-oriented person who warmly develops prospect relationships.
The University of Queensland is committed to equity, diversity and inclusion.

Smoking will be prohibited in all parts of the University campus from July 1, 2018.