POSITION DESCRIPTION

Position Title: Advancement Officer
Organisation Unit: Queensland Brain Institute
Position Number:
Type of Employment: Full Time, Fixed Term for 12 months
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 Queensland Brain Institute works to understand the development, organisation and function of the brain. We aim to understand the neural circuits in the brain, how their function results in behavioural outcomes, and how dysfunction of these circuits leads to disorders such as dementia, Parkinson’s disease and schizophrenia. We aim to (1) Develop novel therapeutic approaches to treat disorders of neural function and (2) Use our understanding of brain function to improve learning in classrooms and in the workplace.

Established in 2003, QBI (www.qbi.uq.edu.au) is housed on the St Lucia campus of UQ. It is home to more than 450 staff and students, including 41 group leaders.

Over the past decade QBI has become known as one of the world’s leading neuroscience research institutes. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in both the 2010, 2012, and 2015 Excellence in Research for Australia (ERA) reviews, one of only two universities in Australia to achieve this.

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 QBI’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 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 the 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 plans in expanding the Institute’s leadership 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.

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

6. Assist with the establishment of new donor-funded projects including peer-to-peer fundraising.
7. Work collaboratively with the QBI Advancement and Events team to build QBI’s donor base to meet fundraising goals.

8. Work collaboratively with the QBI Marketing and Communications Team to reach 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.

10. Assist with Advancement reporting and administration as directed by the Deputy Director - Advancement

Other

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

2. 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 QBI’s Deputy Director of Advancement and has no direct reports.

SELECTION CRITERIA

Essential

1. A tertiary qualification in business or a related field with demonstrated relevant experience in fundraising and stewardship of significant donor relationships.

2. Demonstrated knowledge of philanthropy, and its applicability to universities or equivalent.

3. A working understanding and appreciation of the methods that can be used to identify, secure, maintain and build high-value philanthropic relationships.

4. Demonstrated ability to effectively liaise with senior executives and high-net worth individuals to influence and drive fundraising strategies.

5. Demonstrated ability to consistently meet competing deadlines whilst working under pressure, and maintaining a commitment to quality outcomes and customer service.

6. Strong abilities in analysing complex or diverse information and problem solving.

7. Excellent oral and written communication, and interpersonal skills, including the ability to deliver presentations and lead meetings.

8. Demonstrated attention to detail and a high degree of accuracy.

9. Excellent skills 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.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to QBI HR.