

# POSITION DESCRIPTION



Position Description Classification Approved	Date
Human Resources Branch	31/05/2024

POSITION DETAILS	
<b>Position Title:</b>	<b>Development Officer</b>
<b>Position Number:</b>	00026363
<b>Classification:</b>	HEO7
<b>Faculty/Division:</b>	Division of External Engagement
<b>School/Branch:</b>	Advancement
<b>Reports to (position title):</b>	Director of Development
<b>Delegations:</b>	Relevant HR and Financial delegations as prescribed to this position in the University's Delegations
<b>Special Conditions:</b>	<ul style="list-style-type: none"><li>• Reasonable workplace adjustments will be made for people with a disability</li><li>• Some out hours work on evenings and weekends as required</li><li>• Interstate and local travel may be required</li></ul>
<b>Significant Working Relationships:</b>	<ul style="list-style-type: none"><li>• Alumni, Donors and Volunteers</li><li>• Head of Schools, Institute Directors &amp; Faculty</li><li>• Legal and Risk, Finance and Procurement Services</li><li>• External agencies, service providers and consultants</li><li>• Other Australian universities, particularly the Group of Eight (Go8)</li></ul>

POSITION SUMMARY
<p>The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.</p> <p>The Division of External Engagement supports the growth and success of the University through the development of partnerships and delivery of engagement programs that enhance reputation, grow revenue, and create positive, lasting change in the communities where the University engages. A hub of connectivity for transformative collaboration, the Division is the custodian of brand, reputation and relationships and champions of the University's ability and potential to achieve impact and influence across research, education and engagement. The Division comprises Marketing, Advancement, Media &amp; Corporate Relations, Future Students, Global Engagement and Children's University. The Division oversees strategy and delivery of the University's key services in domestic and international student recruitment, admissions, global engagement, alumni relations and philanthropy, media and corporate communications and industry and government partnerships and volunteers, among many others.</p> <p>As a member of the Advancement team, the Development Officer will play a critical role in supporting the University's fundraising goals. Reporting to the Director of Development and working under limited direction with a degree of autonomy, the Development Officer is responsible for managing (qualifying, engaging, cultivating and stewarding) a pipeline of individual minor/mid-level donors/prospects (\$1,000 - \$25,000). This position will work closely with the Development team to undertake the administration of gifts and scholarship funds.</p>

<b>KEY RESPONSIBILITIES</b>	
Fundraising	<ul style="list-style-type: none"> <li>• Support the delivery of fundraising goals to maximise philanthropic income for the University's priorities.</li> <li>• Actively manage a portfolio of 50-70 minor/mid-level donors and prospects (\$1,000 - \$25,000 commitments) from discovery through to gift negotiation and donor stewardship including meeting set up and follow-through.</li> <li>• Develop and execute fundraising strategies to acquire, retain, and upgrade minor/mid-level donors.</li> <li>• Identify minor/mid-level donors for the major gift pipeline.</li> <li>• Work with the Development team to identify, cultivate, solicit and steward relationships with new and existing prospects for named scholarships.</li> <li>• Develop gift agreements, and scholarship rules in conjunction with Coursework Scholarship and Prize Office, Adelaide Graduate Research School and Legal &amp; Risk.</li> <li>• Undertake scholarship renewals and support the Advancement Team in the administration of named scholarships.</li> </ul>
Donor engagement and communications	<ul style="list-style-type: none"> <li>• In collaboration with the Donor Stewardship Officer, cultivate and steward relationships with minor/mid-level donors, providing personalised engagement opportunities and ensuring timely acknowledgment and recognition of contributions.</li> <li>• Utilise established cases for support and prepare compelling fundraising materials, including solicitation letters, proposals and impact reports, to effectively communicate the University's mission and funding priorities.</li> </ul>
Advancement Team Support	<ul style="list-style-type: none"> <li>• Collaborate with the Senior Development Officer to expand and enhance the workplace giving and community giving programs.</li> <li>• Assist the Senior Development Officer in managing the annual and regular giving initiatives.</li> <li>• Provide backup support to the Development Manager, Planned Giving to execute the planned giving program.</li> </ul>
Reporting and administration	<ul style="list-style-type: none"> <li>• Undertake all necessary administration to accurately record and maintain donor and prospect information in a timely and consistent fashion using the CRM database – Raiser's Edge.</li> <li>• Maintain knowledge of current tax laws in relation to philanthropic gifts, and the University Giving and Naming Policies.</li> </ul>
Collaboration and Planning	<ul style="list-style-type: none"> <li>• Work closely with other members of the Advancement Team and External Engagement to advance university and divisional goals and achieve desired program outcomes.</li> <li>• Support the annual business planning process and the strategic direction of the Advancement Team.</li> </ul>
Other reasonable duties commensurate with classification level.	

<b>PEOPLE MANAGEMENT RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>CAPABILITIES AND BEHAVIOURS</b>
Use the <a href="#">Capability Dictionary</a> to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

<b>UNIVERSITY EXPECTATIONS</b>
Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct

## STAFF VALUES AND BEHAVIOUR FRAMEWORK

Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](#) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff.

## SELECTION CRITERIA

### Knowledge and Experience:

1. Demonstrated experience in soliciting and stewarding philanthropic gifts
2. Highly developed and effective interpersonal, communication, written and organisational skills, including high level of attention to detail, discretion and sound judgement
3. Committed and proven ability to work effectively with a broad array of stakeholders and staff at all levels
4. Relevant experience in the use of philanthropic CRM to track, manage and report on donor engagement activities.
5. Demonstrated experience working as part of a successful fundraising team, with proven abilities of collaboration to meet KPIs aligning with organisational and personal values
6. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations.

### Qualification/s:

- A degree with subsequent relevant experience; or
- An equivalent combination of relevant experience and/or education/training.