Position Description

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<tr>
<th>College/Division:</th>
<th>ANU College of Science</th>
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<tr>
<td>Faculty/School/Centre:</td>
<td>ANU College of Science</td>
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<tr>
<td>Department/Unit:</td>
<td>SHM Advancement Office</td>
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<tr>
<td>Position Title:</td>
<td>Development Manager</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Level 8 (Administration)</td>
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<tr>
<td>Position No:</td>
<td>19476</td>
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<tr>
<td>Responsible to:</td>
<td>Head of Advancement (COS)</td>
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<tr>
<td>Number of positions that report to this role:</td>
<td>Nil</td>
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<tr>
<td>Delegation(s) Assigned:</td>
<td>D6</td>
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PURPOSE STATEMENT:
The ANU College of Science (CoS) comprises: the Research School of Astronomy and Astrophysics, the Research School of Biology, the Research School of Chemistry, the Research School of Earth Science, the Fenner School of Environment and Society, the Mathematical Sciences Institute, the Research School of Physics, and the Centre for the Public Awareness of Science. Staff and students within the ANU College of Science conduct research and deliver a research-led education program that encompasses the entire breadth of the sciences, supported by extensive international networks and by world-class facilities. The College has a strong tradition of research excellence that has fostered distinguished Nobel Laureates and Kyoto Prize winners.

The College of Science Advancement Team engages with alumni, donors and friends to build relationships and obtain support for the world-leading research and teaching delivered by the College and its academics. The College is committed to securing philanthropic funding to further their research and educational objectives and require a highly motivated individual to help execute philanthropic strategy through the CoS Advancement Office. As part of a small team, the Development Manager will be responsible for building, coordinating and executing strong donor engagement plans to support CoS priorities, primarily through major and mid-level gifts fundraising. S/he will be responsible for managing relationships with a significant portfolio of individual and institutional donors and will plan, implement and manage strategies for identification, cultivation, solicitation, and stewardship of gifts.

The CoS Advancement Office aligns its work with the University's strategic priorities as a national institution committed to excellence in research, education and contribution to public policy development. Members of the office integrate values of leadership, respect and inclusiveness, ethical behaviour, integrity and accountability into their management of relationships with alumni and friends, donors and prospective donors, and staff and students within the Colleges, across ANU, and both nationally and internationally.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Development Manager works in close partnership with the Deans, School Directors, senior academics, the College General Manager and ANU Advancement in matters of strategy and the execution of fundraising plans, including the development of Cases for Support. S/he forms part of the CoS Advancement Office under the leadership of a Head of Advancement within the team. All CoS Development Managers work closely with the ANU Advancement Development team, and the related teams in ANU Advancement including Alumni Relations, Donor Relations, Marketing and Communications, and Advancement Services, as well as fundraising peers in other ANU Colleges, ensuring a coordinated approach to philanthropic activity.

The Development Manager is responsible for the establishment and implementation of philanthropic fundraising in targeted areas of CoS, including fundraising from individuals, corporations and foundations. S/he will have a strong external facing focus and will spend about 80% of his/her time on major and leadership gift fundraising activities, with 20% focused on other fundraising and engagement activities. The Development Manager will form and utilise networks that span the Colleges and the University and will liaise with a range of...
Role Statement:
Under the broad direction of the Head of Advancement (COS), the Development Manager’s responsibilities will be as follows.

- Contribute to the development and implementation of integrated fundraising strategies for specific Research Schools within the College of Science, including identification of strategic fundraising objectives and development of proposals that result in increased philanthropic income.
- Contribute to the development and delivery of related annual plans with indicators for visits, proposals and income to achieve agreed targets.
- Manage a full portfolio of 50+ individual and institutional prospective donors, delivering strategies for identification, cultivation, solicitation, and stewardship of gifts, as well as ensuring that constituent information is entered into the University CRM in a timely and consistent manner.
- Provide strategic and operational guidance to CoS and Research School staff and relevant committees in matters relating to philanthropy.
- Communicate regularly with School Directors and School Managers, providing advice and guidance to the Schools on their involvement in the stewardship of expendable and endowed gifts.
- Maintain the highest professional standards in all aspects of the position, including appropriate activity levels, communication, reporting, donor stewardship and record management.
- Represent CoS to various and diverse individuals and groups including donors, alumni and board members.
- Represent the CoS Advancement Office at forums within ANU and externally, including the chairing of meetings, and chairing or representation for the COS Head of Advancement.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Undertake other duties as directed consistent with the principle of multi-skilling and the classification level of the position.
**SELECTION CRITERIA:**

1. Degree qualification with extensive relevant work experience including demonstrated success in the development of philanthropic fundraising plans and Cases for Support within a complex organisational environment, as well as in meeting and exceeding revenue targets. Experience with fundraising in the areas of science, technology and environment, especially in a university setting, will be highly regarded.

2. Highly developed understanding of philanthropy, including its goals and strategies coupled with demonstrated relationship-building skills.

3. Demonstrated success in working in a culturally diverse environment, and the ability to exemplify a positive culture of collaboration and excellence in alignment with College of Science values.

4. Highly developed oral and written communication skills with demonstrated experience in the provision of high-level advice to senior management and preparation of materials for fundraising, incorporating a high level of attention to detail.

5. Demonstrated commitment to working effectively as a team member with the ability to work independently under minimal supervision, and to organise work priorities to meet competing deadlines.

6. Ability to work outside normal working hours and travel domestically or internationally.

7. A demonstrated high level of understanding of equal opportunity principles and a commitment to their application in a university context.

The successful candidate will need to be available to occasionally work evenings or on weekends. Travel interstate or overseas may also be required.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

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**References:**

- Professional Staff Classification Descriptors
- Academic Minimum Standards
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<td>Faculty/School/Centre:</td>
<td>ANU Advancement</td>
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<td>Department/Unit:</td>
<td>Development</td>
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<tr>
<td>Position Title:</td>
<td>Development Manager (University Wide)</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Level 8 (Admin)</td>
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<td>Position No:</td>
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<tr>
<td>Responsible to:</td>
<td>Director, Development (University-Wide)</td>
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<tr>
<td>Number of positions that report to this role:</td>
<td>1 – Senior Development Officer</td>
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<td>Delegation(s) Assigned:</td>
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PURPOSE STATEMENT:

ANU Advancement is working to build the philanthropic foundations for the future of ANU. We are committed to meaningful engagement with our constituents – both locally and globally – and we work as a team to generate the philanthropic support required to maximise the impact of ANU’s unique national mandate for world-leading research, education, innovation and the arts.

Our work connects us with alumni, donors, friends and members of the wider community who are excited by our vision, energy and commitment to improving society and addressing our world’s big challenges. Our goal is to foster a culture of philanthropy throughout the University community and beyond.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:

An exciting and creative role based in a fun, supportive team, the Development Manager (University Wide) will work closely with internal stakeholders to develop and deliver growth in philanthropic donations for a range of university-wide priorities. As Development Manager, you will be inviting donors to experience and support several interesting and important causes at ANU – including funding Indigenous scholarships; supporting an outstanding student experience; preserving heritage architecture on campus; maintaining our outstanding art and library collections; supporting the Drill Hall Gallery; and working on some exciting new cross-disciplinary research initiatives aimed at improving equity and diversity.

Our major gifts program is focused on securing transformative, large-scale philanthropic gifts. This role will manage an evolving portfolio of major gift prospects within a complex stakeholder environment, and will require someone who loves people, loves learning, and can lean into a busy schedule of relationship-building, in order to optimise philanthropic revenue. This role will require close collaboration with fundraisers and program partners from diverse backgrounds, and the ability to quickly develop a broad knowledge of philanthropic opportunities and subject-matter expertise across the University.

The Development Manager will have outstanding relationship management abilities, both internally and externally; a high level of tact and diplomacy; and the energy, efficiency and sense of adventure to thrive in a complex organisation with many competing priorities.

Role Statement:

Under the broad direction of the Head of Advancement (University Wide), the Development Manager will:
- Develop and maintain a comprehensive understanding of the University’s central fundraising priorities, and develop, share and promote compelling cases for support.
- Deliver fundraising activity in support of University-Wide priorities (and other projects as the opportunity arises), with agreed KPIs for proposals, visits and income.
- Build, manage and maintain a balanced portfolio of prospects and donors. New prospect identification and cultivation will be especially important to this role.
- Plan, implement and drive forward strategies for cultivation, solicitation, closure and stewardship of major gifts from individuals.
- Maintain best-practice standards in all aspects of the position, in collaboration with relevant team members, including appropriate activity levels, prospect management practices, internal and external communication, research and analysis, reporting, donor stewardship and record management.
- Build, maintain and facilitate strong working relationships within the ANU community, including Central and College based professional staff and academics, to ensure a coordinated and integrated approach to philanthropy on behalf of the University.
- Manage a Senior Development Officer, who will assist in the above duties and also, as needed, undertake a broad range of support functions across the major gifts team.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
### SELECTION CRITERIA:

1. A tertiary qualification with substantial relevant work experience, including a demonstrated record of successful results in fundraising, partnerships, strategic communications/engagement or business development, and an ability to demonstrate an understanding of philanthropy. Higher education, cultural institution or non-profit experience will be highly regarded, but is not essential.

2. Demonstrated relationship-management expertise, oriented towards delivering strategies and achieving measurable results, including the ability to manage a diverse range of internal and external stakeholders.

3. Outstanding communication skills, both written and verbal, including the ability to consult, negotiate, collaborate with and present to diverse audiences, and particularly to prepare compelling cases for support and proposals.

4. Demonstrated commitment to effective teamwork in a fast-paced environment, with the ability to work independently under minimal supervision with good judgement and discretion, and to organise work priorities to meet competing deadlines.

5. Ability to work outside normal working hours and travel domestically a few times per year.

6. Demonstrated understanding of equal opportunity principles and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

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### References:

- [Professional Staff Classification Descriptors](#)
- [Academic Minimum Standards](#)
Position Description

College/Division: ANU Advancement
Faculty/School/Centre: College of Arts and Social Sciences
Department/Unit: Senior Development Officer
Classification: ANU Officer Grade 6/7 (Administration)
Position No:
Responsible to: Head of Advancement (CASS)
Number of positions that report to this role: TBC
Delegation(s) Assigned: D6

PURPOSE STATEMENT:
ANU Advancement is committed to meaningful engagement with our constituents – both locally and globally – and we work to generate the philanthropic support required to maximise the impact of ANU's unique national mandate for world-leading research, education and innovation.

The CASS Advancement Office aligns its work with the University's strategic priorities as a national institution committed to excellence in research, education and contribution to community public policy development. The Colleges are committed to securing philanthropic funding to further their research and educational objectives.

The Senior Development Officer will coordinate and support the establishment and implementation of philanthropic fundraising priorities determined by the College and CASS Advancement with a focus on securing transformative, large-scale philanthropic gifts. This role will develop and manage an evolving portfolio of major gift prospects within a complex stakeholder environment, and will require the development of creative, innovative and culturally-competent strategies to optimize philanthropic income.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The Senior Development Officer reports to Advancement Manager, and works in close partnership with the Deans, School Directors, senior academics, and ANU Advancement in matters of strategy and the execution of fundraising plans and materials. The Senior Development Officer forms part of the CASS Advancement Office under the leadership of the Head of Advancement. The College Development Managers work closely with ANU Advancement teams including Development, Alumni Relations, Donor Relations & Communications, and Advancement Services, as well as fundraising peers in other ANU Colleges, ensuring a co-ordinated University-wide approach to philanthropic activity.

The Senior Development Officer will form and utilise networks that span the Colleges and the University and will liaise with a range of stakeholders including other University staff engaged in fundraising and engagement activities, the Emeritus Faculty, donors, alumni, fundraising volunteers, philanthropic foundations and corporations.

Role Statement:
Under the broad direction of the Head of Advancement (CASS), the Development Manager’s responsibilities will be as follows.

- Provide support for a range of fundraising-related activities undertaken by CASS Advancement including project and proposal development for targeted areas in CASS including identification of strategic fundraising objectives and programs that result in increased philanthropic income.
- Undertaking strategic relationship management activities, including:
  - Consistently advocating for the University’s goals in all interactions with our constituents and contributing to Build and maintain a balanced portfolio of individual and institutional gift prospects and deliver strategies for identification, cultivation, solicitation, and stewardship of gifts.
Deliver on College’s fundraising activity with agreed KPIs for proposals, visits, prospect qualification and income.

Build, maintain and facilitate strong working relationships within the ANU community, including Central and College based professional staff and academics, to ensure a coordinated and integrated approach to philanthropy on behalf of the University.

Maintain data in the University’s enterprise system and facilitate the CASS Quick Catch-up as an engagement tool with alumni/prospects.

Developing warm, professional rapport and lines of communication with those individuals assigned to you, and proactively cultivating their connection to ANU.

Researching and analysing information about existing and potential donors with a view to progressing individual relationships towards major gift cultivation and solicitation.

Represent the College to various and diverse individuals and groups including donors, alumni, volunteers and the community at large.

Producing comprehensive briefings and assessments of donors and prospects to inform fundraising activities.

- Developing fundraising proposals from concept to formal presentation documents, undertaking research and sourcing key information from across the University and helping as needed with concept development, coordinating implementation and reporting for projects supported by donors.

- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

- Perform other duties as directed, consistent with the principle of multi-skilling and the classification level of the position.
SELECTION CRITERIA:

1. A degree with relevant experience working in a large, complex organisation supporting client-facing or public-facing functions. Experience in higher education or fundraising will be highly regarded.
2. Demonstrated high level customer service and communication skills, with experience producing reports, documentation, project plans and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
4. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
5. Highly developed computer skills, including using contemporary relevant office suite, spreadsheets and databases. Experience with relational database or CRM would be highly regarded.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

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Position Description

College/Division: ANU Advancement
Faculty/School/Centre: ANU Advancement
Department/Unit: Development
Position Title: Senior Development Officer, Gift & Estate Planning
Classification: ANU Officer Grade 6/7
Position No:
Responsible to: Development Manager, Gift & Estate Planning
Number of positions that report to this role: Nil
Delegation(s) Assigned: Nil

PURPOSE STATEMENT:
ANU Advancement provides support across the University in developing meaningful and sustainable relationships with our alumni, donors and friends. We are building the philanthropic foundations for ANU and working towards launching the University’s first comprehensive fundraising campaign. We are committed to meaningful engagement with our constituents – both locally and globally – and we work as a team to generate the philanthropic support required to maximise the impact of ANU’s unique national mandate for world-leading research, education and innovation.

Our work connects us with alumni, donors, friends and members of the wider community who are excited by our vision, energy and commitment to improving society and addressing our world’s big challenges. Our goal is to foster a culture of philanthropy throughout the University community and beyond.

The Gift & Estate Planning team is positioned within the central Development team in ANU Advancement. We lead, coordinate and manage charitable bequests to ANU on behalf of our donors and the University. We work with academic and professional colleagues across the University to secure and fulfil these transformative, often large-scale gifts. We also provide service and guidance to support our colleagues to undertake bequest conversations and implement gifts.

Cultivating meaningful relationships and delivering on the expectations and wishes of our donors is at the heart of what we do. We, as representatives of ANU – the custodian of our donors’ philanthropic intentions – are committed to ensuring the legacy of our donors.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
Working under the supervision of the Development Manager and the broad direction of the Head of Gift & Estate Planning, the Senior Development Officer will support, nurture and develop our unique bequest program, which is focused on identifying and building meaningful relationships with donors, culminating in philanthropic opportunities through gifts in wills, which positively impact our students and researchers.

The role will interact with a range of internal and external stakeholders and require superior interpersonal and communication skills. You will be expected to develop a wide range of networks and relationships including academic and administrative staff, college-based Development and Alumni Relations colleagues, members of the Senior Management team, the ANU Legal office and wider legal community, donors, prospective donors, alumni, philanthropic organisations, fundraising volunteers, and students.

As the role involves close contact with high-profile donors and alumni, you will exercise a high degree of discretion and professionalism in dealing with these individuals and their organisations. Teamwork, collaboration and the provision of excellent customer service are central to this position.
Role Statement:
Under the broad direction of the Development Manager, Gift & Estate Planning, the Senior Development Officer will undertake a range of duties including:

- Providing support for fundraising-related activities undertaken by the Gift & Estate Planning team, including gift administration and implementation, stakeholder liaison and correspondence, project and proposal development, organising philanthropic, engagement and outreach opportunities, planning domestic and international trips, and managing, attending and helping to host events.
  - Undertaking strategic relationship management activities, including:
    - Consistently advocating for the University’s goals and values in all interactions with our constituents and contributing to a positive and meaningful donor experience;
    - Providing exceptional customer service and developing warm, professional rapport with our donors, alumni, friends, their families and legal representatives, and proactively cultivating their connection to ANU;
    - Drafting communications for team members, planning, coordinating and preparing for team visits and meetings, recording activity on the relationship database;
    - Utilising the relationship database and other systems to analyse and make recommendations for the management and development of prospect/donor relationships;
    - Researching and analysing information about existing and potential donors with a view to progressing individual relationships towards confirming gifts in their wills and estates;
    - Producing comprehensive briefings and assessments of donors and prospects to inform fundraising activities.
  - Developing fundraising proposals from concept to formal presentation documents, with a focus on charitable bequests, undertaking research and sourcing key information from across the University and helping as needed with concept development, coordinating implementation and reporting for projects supported by donors.
  - Work with relevant teams to craft a range of Gift & Estate Planning strategic communications including donor impact stories, annual newsletters, website content, key messages and collateral for use by fundraising colleagues.
  - Perform other duties as required, consistent with the classification level of the position and in line with the principle of multi-skilling.
  - Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
SELECTION CRITERIA:

1. Degree in a relevant field with relevant experience in a customer service orientated role or an equivalent combination of relevant experience and/ or qualifications. Education or fundraising experience in a large, complex institution will be highly regarded, but is not essential.

2. Demonstrated high level customer service, communication and interpersonal skills with an ability to liaise effectively with stakeholders in a culturally diverse environment.

3. Demonstrated understanding of best practices in relationship management, including the ability to prioritise customer requests, be highly responsive, and liaise effectively with internal and external stakeholders to achieve positive outcomes.

4. Demonstrated ability to work flexibly and cooperatively in a team environment, exercising a high level of initiative, delivering results to deadline.

5. Demonstrated analytical and problem-solving skills and the ability to successfully overcome obstacles and challenges.

6. Demonstrated ability to research, interpret and evaluate information in support of institutional goals or missions, and to seek advice and act upon feedback where necessary.

7. Experience using a customer relationship management database, or other enterprise software or relational databases, will be highly regarded.

8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

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