PURPOSE STATEMENT:
The Advancement office leads the development, management and coordination of all advancement activities at ANU. The office supports the University’s objectives of deepening relationships with alumni and securing long-term philanthropic income in alignment 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 Advancement team integrate shared values into their purposeful management of relationships with alumni, donors and prospective donors, within Advancement and across ANU.

The College of Business and Economics (CBE) advancement team coordinated the philanthropic engagement with its alumni and supporters in order to develop and embed a culture of philanthropy amongst alumni, staff, students, donors and friends and to increase philanthropic support for the College, Advancement and the University’s strategic priorities. Within this context the Administrative Coordinator will provide high-level administrative services and fundraising and alumni relations support to staff in the CBE Advancement team.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Administrative Coordinator will work under the direction of the Head of Advancement, CBE to support the day-to-day administration of the CBE Advancement team. The position will interact with a range of stakeholders, engaged in fundraising and engagement activities, including donors and benefactors, alumni, students, philanthropic organisations and staff and volunteers. The position is expected to develop networks and relationships within the ANU and external contacts to undertake this role effectively. The role has close contact with high profile and high-value relationships, and must exercise discretion diplomacy and high degree of professionalism in dealing with these individuals and organisations.

Our College values of Excellence, Robustness, Respect, Collegiality and Unity represent what we care about collectively. We refer to our College values to guide behaviour that helps ensure that we are treating one another well and are working together in the most effective way possible. Our Values and Behaviours are available here.

Role Statement:
Under the general direction of the Head of Advancement, CBE the Administrative Coordinator will:

- Provide administrative support to the CBE Advancement team – phone and email inbox, and use initiative and judgement to disseminate information, coordinate, and provide responses and referral of matters as they arise.
- Be responsible for the day-to-day management of the CBE Advancement office and coordinate and collaborate with the other College Advancement teams and ANU Advancement Office.
- Provide administrative support to Head of Advancement, CBE in coordination of their calendar, schedule of activities, and management tracking and capturing of communications in the database.
• Gather and manipulate data, and develop and prepare reports, papers, briefings, presentations, events and other projects as required as well as providing assistance with the development of business processes to support the CBE Advancement team
• Assist in the convening of meetings, including managing venues, attendees, equipment, catering arrangements agendas and minutes.
• Ensure alumni, donor and friend contact details are updated, engagement activity tracked, correspondence achieved as required, in the University’s database (Raiser’s Edge).
• Arrange travel and accommodation for CBE Advancement staff, including developing a travel information pack and ensuring relevant policies and procedures are followed as well as assist with conference, training and professional development activities bookings.
• Assist with the organisation, support and delivery of Development programs and related activities such as prospect cultivation and donor stewardship events and attend meetings, events and activities as required.
• Assist with work related to development & alumni engagement and communications or any other college activity.
• Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
• To adhere to and model the CBE Values and Behaviours of Excellence, Robustness, Respect, Collegiality and Unity
• Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:
1. Degree or Year 12 and extensive relevant work experience. Previous client facing, or project management experience would be highly regarded.
2. Demonstrated ability in providing administrative support to a busy office, taking responsibility for its day-to-day functioning, and in the provision of high-level assistance to senior staff.
3. Demonstrated ability to work flexibly, independently, and within a team environment, using initiative, judgement and discretion and adhering to strict confidentiality protocols
4. Excellent interpersonal and communication skills, both written and oral, including the ability to consult, negotiate and liaise effectively with a diverse range of people.
5. Proven ability to consistently display high quality customer service principles, practices and attributes and the ability to respond and adjust to changing work demands and circumstances, including a capacity to work effectively while under pressure.
6. Highly-developed data manipulation and analysis skills and experience with the Microsoft Office suite of programs, particularly word processing, spread sheets, presentations, databases, email and the internet. Familiarity with relationship or sales databases would be desirable.
7. Demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context. Demonstrated understanding of equal opportunity principles and policies 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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<th>Supervisor/Delegate Name:</th>
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References:

Professional Staff Classification Descriptors

For assistance please contact HR Operations: hr.services@anu.edu.au
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