



## Position Description

<b>College/Division:</b>	ANU Advancement
<b>Faculty/School/Centre:</b>	
<b>Department/Unit:</b>	Advancement Services
<b>Position Title:</b>	Program Manager, Gift Implementation
<b>Classification:</b>	ANU08 (Administration)
<b>Position no:</b>	32999
<b>Responsible to:</b>	Head, Advancement Operations
<b>Number of positions that report to this role:</b>	2
<b>Delegation(s) assigned:</b>	

### PURPOSE STATEMENT

ANU Advancement leads the development, management and coordination of advancement activities at ANU, in support of the University's objectives of deepening relationships with alumni and securing long-term philanthropic income and 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 office integrate Advancement values – leadership, respect and inclusiveness, ethical behaviour, integrity and accountability, celebration – into their purposeful management of relationships with alumni, donors and prospective donors, within Advancement and across ANU.

The Program Manager, Gift Implementation manages and oversees the effective implementation of gift funds across the University ensuring expenditure and investments are in line with fund purpose and systems and processes are in place for the effective measurement of the impact of giving. This role involves complex issues, engaging stakeholders, provision of high quality advice and robust gift implementation processes across the University, supporting the achievement of the University's strategic philanthropic goals.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

Reporting to the Head, Advancement Operations, the Program Manager, Gift Implementation is responsible for developing and establishing a framework for effective implementation, stewardship and administration of gift funds in support of research, students (including scholarships & prizes), and other strategic priorities. The role works collaboratively with the broader Advancement team, Finance & Business Services (F&BS), Colleges and relevant Service Divisions providing donor centric client service and providing strategic planning, advice and support, to guide the management of fundraising and donor stewardship activities and promote the culture of philanthropy.

The Program Manager, Gift Implementation will ensure that all stakeholders are informed on matters relating to the implementation, stewardship and administration of gift funds within their delegation; will represent Advancement in University-wide initiatives; and will work closely with a range of stakeholders engaged in fundraising and donor relations activities, finance, research and student administration staff. The role supervises two Senior Gift Governance Officers.

## Role Statement:

Under broad direction, the Program Manager, Gift Implementation will:

1. Establish and maintain a robust framework for the implementation of philanthropic funds of the University, including systems, business processes, templates, policies and procedures, and communication strategies that support the effective stewardship of donors through measuring the impact of their giving.
2. Provide operational advice on acceptance and administration of gifts and their implementation at the University, including planning, promotion and communication options. Interpret complex correspondence and agreements and ensure maintenance and reconciliation of associated records in appropriate CRM, finance and record management systems.
3. Working closely with F&BS to, oversee and manage the review of invested assets in line with the annual budgeting process for all perpetual gift funds to manage annual expenditure and appropriate fund growth.
4. Provide high level client service including monitoring and responding to enquiries, providing strategic, responsive and expert advice in relation to gift agreements and the effective management of gift funds.
5. Develop, continuously improve and provide high level information and reports aligned with strategic and operational priorities including but not limited to the gift fund status checks and the impact of giving.
6. Lead a team that is service-oriented, solutions focused, outcome driven and committed to continuous improvement.
7. Engage with stakeholders across the University to ensure effective implementation, stewardship and administration of gift funds, including consultation, development of networks and working groups, and education programs, as required.
8. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

## SELECTION CRITERIA

1. Progress toward postgraduate qualifications and demonstrated relevant experience in gift governance and implementation in a complex organisation or an equivalent combination of experience and education/training. Experience in Higher Education context is required. Experience in finance management would be an advantage
2. Proven strategic advice, modelling and planning skills to support effective implementation of donated monies and experience implementing systems, business processes, policies, procedures and strategic plans designed to build donor confidence.
3. Demonstrated analytical, problem-solving and decision-making skills, including experience analysing data from multiple sources and making recommendations on administration initiatives.
4. High level of interpersonal, liaison and consultation skills with demonstrated effective communication skills and experience developing comprehensive written documentation and reports, including policies and procedures.
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 with competing demands and deadlines.
6. Experience with manipulating large datasets from multiple sources using online data, administration and financial management systems, strong Excel and experience across the MS Office Suite are essential. Experience with CRM systems or knowledge of data/system integration processes would be highly advantageous.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

**References:** [Professional Staff Classification Descriptors](#)