



Position Description

College/Division:	ANU College of Business and Economics
Faculty/School/Centre:	College of Business and Economics Administration
Department/Unit:	CBE Advancement Office
Position Title:	Alumni and Donor Relations Officer
Classification:	ANU Officer 6/7 (Administration)
Position No:	34846
Responsible to:	Alumni and Donor Relations Manager (College of Business and Economics)
Number of positions that report to this role:	0
Delegation(s) Assigned:	D7

PURPOSE STATEMENT:

The ANU College of Business and Economics (CBE) develop leaders who transform business, society and economies. Our reputation attracts exceptional staff who want to be part of one of the world's great, research-intensive universities. Our academic staff are at the forefront of global thinking on issues relating to wealth and wellbeing, strong organisations, transformative innovation, and the foundations of academic theory in all of the areas we research.

The College is committed to increasing alumni engagement and securing philanthropic funding to further their research and educational objectives and require a highly motivated individual to execute the Alumni and Donor Relations strategy through the CBE Advancement Office.

The CBE 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, inclusiveness, ethical behaviour, integrity and accountability into their management of relationships with alumni, friends, donors, prospective donors, staff and students both within the Colleges and across ANU.

As part of a small team, the Alumni and Donor Relations Officer will be responsible for the delivery of alumni communications, programs and events for the CBE alumni community in order to achieve alumni engagement targets, support a strategy for donor retention and pipeline progression. They will also be responsible for key administrative matters for the CBE Advancement team.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Alumni and Donor Relations Officer is a point of contact for students, alumni, donors and internal stakeholders in delivering engagement programs and events domestically and internationally.

This position works in partnership with the CBE Research Schools in reporting on alumni strategy and operational outcomes. This position works closely with members of the CBE Advancement team and the related teams across CBE and ANU Advancement (Development, Alumni Relations, Donor Relations, Communications and Advancement Services). In addition, they collaborate with their Advancement peers in other ANU Colleges, ensuring a co-ordinated University-wide approach to Advancement. Strong collaboration and high-level client service will be essential in this role.

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 broad direction of Alumni and Donor Relations Manager, the Alumni and Donor Relations Officer will undertake a range of duties including:

- Plan and deliver alumni programs, communications and events (domestic and international) for the CBE alumni community.
- Coordinate the involvement of alumni in programs for current CBE students such as student employability initiatives, student recruitment, mentoring.
- Develop and coordinate stewardship communications, programs and events for CBE donors, including managing a portfolio of donor relationships.
- Identify and steward a portfolio of high value alumni including identifying volunteer leadership opportunities for high profile alumni and support alumni network activities.
- Provide high-level support for a wide range of alumni relations and fundraising-related activities undertaken by the Alumni and Donor Relations Manager and the Head of Advancement, including:
 - planning and coordination of donor visits and meetings;
 - recording activity in the database and preparation for meetings;
 - assisting in prospect research and preparation of papers, briefings, risk assessments, presentations, event organisations and logistics; and
 - attending meetings, events and activities as required.
- Develop and maintain collaborative working relationships with key stakeholders including CBE Advancement colleagues, CBE Marketing and Student Recruitment, CBE Careers and Student Employability, ANU Advancement, ANU Marketing, and alumni relations and communications staff in Colleges, Schools and Halls of Residence.
- In conjunction with central advancement, coordinate the CBE's annual fund.
- Contribute to CBE Advancement's strategic reporting to stakeholders; including regular analysis and reporting of engagement activities, including appropriate recommendations for program improvement.
- Review, update and develop program documentation such as policies, procedures, guidelines and checklists in line with program requirements.
- Undertake other administrative duties as directed consistent with this level of classification.
- Comply with all ANU policies and procedures, 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

The successful candidate will need to be available to work out of standard business hours including weekends. Interstate and international travel will also be required

See the *classification descriptors for professional staff and minimum standards for academic staff.*

SELECTION CRITERIA:

1. Degree qualification with subsequent relevant work experience, or an equivalent combination of relevant experience and/or education/training. Experience gained must have been within an outward-facing, customer-oriented environment. Experience in fundraising, program management, or business development will be highly regarded.
2. Demonstrated ability to work flexibly, both independently and within a team environment, with a readiness to work after hours as required.
3. Demonstrated ability to initiate, research and perform complex analysis and organise information to support organisational goals.

4. Demonstrated high-level written and verbal communication skills including the ability to liaise and maintain productive relationships with a wide range of stakeholders both within and outside the University at all levels whilst using tact and discretion.
5. Demonstrated ability to plan, coordinate and implement multiple projects simultaneously to meet required deadlines while consistently displaying high quality customer service principles.
6. Demonstrated understanding of relationship management with excellent interpersonal and communication skills.
7. Highly developed computer skills, including proficiency using the Microsoft Office toolset. Experience using a relationship database will be highly regarded.
8. A demonstrated high level of understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad banded 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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)