



**Australian
National
University**

Position Description

College/Division:	Office of the Vice-Chancellor
Faculty/School/Centre:	ANU Advancement
Department/Unit:	Development
Position Title:	Development Manager (International and Regional)
Classification:	ANU Officer Level 8 (Admin)
Position No:	
Responsible to:	Director, Development (University-Wide)
Number of positions that report to this role:	1 – Senior Development Officer
Delegation(s) Assigned:	

Position Overview:

ANU Advancement is in an exciting phase of growth, as we build the philanthropic foundations for ANU and work 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.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Development Manager (International and Regional) will work closely with internal stakeholders to develop and deliver growth in our major gifts program within key regional and international markets, including the US, UK, Southeast Asia, and major Australian cities.

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 the development of creative, innovative and culturally-competent strategies to optimise philanthropic income from geographically diverse areas. Strategy development and execution must be aligned with wider University priorities, and will require close collaboration with senior management in Advancement, the ability to quickly develop a broad knowledge of philanthropic opportunities and subject-matter expertise across the University, and regular interaction and travel with senior University leadership.

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 busy program of travel and donor engagement (with international trips of varying length at least 4-6 times per year).

Role Statement:

Under the broad direction of the Senior Development Manager, the Development Manager will:

1. Develop and maintain a comprehensive understanding of the University's fundraising priorities, within the context of key regional and international markets, and develop, share and promote compelling cases for support.
2. Deliver a strategy for fundraising activity in key geographic markets, with agreed KPIs for proposals, visits and income.
3. Build, manage and maintain a balanced portfolio of prospects. New prospect identification and cultivation will be especially important to this role.

4. Plan, implement and drive forward strategies for cultivation, solicitation, closure and stewardship of major gifts from individuals.
5. 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.
6. 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.
7. 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.
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 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 philanthropic fundraising from strategy through to execution, particularly at a major gifts level, and a highly developed understanding of philanthropy. Higher education 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 and internationally.
6. Demonstrated understanding of equal opportunity principles and a commitment to their application in a university context.

Supervisor/Delegate Signature:

Date:

Printed Name:

Uni ID:

References:

[Professional Staff Classification Descriptors](#)

 Australian National University	<h1>Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
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