



Position Description

College/Division:	ANU Advancement Portfolio
Department/Unit:	Philanthropy
Position Title:	Senior Philanthropy Officer
Classification:	ANU Officer 6/7 (Administration)
Position No:	34266 and 32818
Responsible to:	TBC
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	D8
Special work requirements:	The successful candidate will need to be available to occasionally work after hours or on weekends. Travel interstate or overseas may also be required.

POSITION SUMMARY:

ANU Advancement provides leadership and support across the University in developing meaningful and sustainable relationships with ANU alumni, donors and the broader community, securing long-term philanthropic investment and ensuring the strong management of existing philanthropic funds and accountability to the university's donors. This is achieved through directing activity exclusively towards supporting, amplifying, and propelling the University's vision, mission and strategic objectives, in service to its priorities and areas of greatest need. ANU Advancement's mission is to build meaningful and enduring connections with our community and pair the passions of generous people with the outstanding work of our University.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Working under the direction of the Philanthropy Manager, Advancement, the Senior Philanthropy Officer is part of a small and ambitious team, working closely with stakeholders to deliver growth in philanthropic donations for a range of institutional priorities. The successful candidate must quickly develop a broad knowledge of philanthropic opportunities across the University. Teamwork, collaboration and the provision of excellent client service are central to this position.

The role will interact with a range of internal and external stakeholders including academics and subject-matter experts, donors, prospective donors, alumni, philanthropic organisations and fundraising volunteers. The position works closely with other shared ANU Advancement functions including Operations, Gift Services, Digital Information Services, Alumni, Donor Relations, and Marketing and Communications, as well as fundraising peers across the portfolio, ensuring a coordinated approach to philanthropic activity. This role also requires discretion and diplomacy in dealing with high-profile individuals and their organisations.

Capabilities, values and behaviours:

ANU Advancement staff integrate the Advancement Values of Accountability, Professionalism, Care, Passionate, Courageous, Collaboration, and associated behaviours into all aspects of their work, including the purposeful management of relationships with alumni, donors, prospective donors, ANU Community members and stakeholders across the University community. The Advancement values and behaviours have an impact on the performance and wellbeing of others, and on the performance of the division with the goal of the portfolio to create a culture where all people feel valued and included in the workplace. Advancement firmly believe that our people are our most valuable asset and work to grow and diversify the skills, knowledge and capability of all staff.

The Senior Philanthropy Officer is required to be accountable and responsible for their work, to demonstrate dependability and to treat everyone with courtesy, respect, empathy, and kindness. They celebrate successes, are comfortable in both giving and receiving feedback and work together to share ideas and resources across Advancement and the wider University.

Role Statement:

Under the broad direction of the Philanthropy Manager, Advancement, the Senior Philanthropy Officer will undertake a range of duties including:

- Developing and maintaining a strong understanding of the University's fundraising priorities.
- Providing support for a range of fundraising-related activities undertaken by the Philanthropy team, including project and proposal development, organising cultivation, solicitation and stewardship opportunities, and managing, attending and helping to host meetings and engagements.
- Developing and managing a portfolio of up to 100 prospective and current donors, undertaking strategic relationship management activities to meet agreed KPIs. This work will include:
 - Consistently advocating for the University's goals in all interactions with constituents and contributing to a positive and meaningful donor experience.
 - Developing warm, professional rapport and lines of communication with assigned prospects, and proactively cultivating their connection to ANU.
 - Contributing to the development of donor attraction, retention, cultivation and solicitation strategies, including securing gifts according to agreed KPIs, supported by appropriate coaching and mentoring from senior fundraisers.
 - Planning, coordinating and preparing for team visits and meetings, recording activity on the Advancement CRM (HEART).
 - Utilising the Advancement CRM (HEART) and other resources 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 major gift cultivation and solicitation.
 - Producing comprehensive briefings and assessments of donors and prospects to inform fundraising activities.
- Developing fundraising proposals and pitches 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.
- Working with the Community Engagement team to craft a range of Advancement communications materials including templates, key messages and collateral for use by fundraising colleagues.
- Performing other duties as required, consistent with the classification level of the position and in line with the principle of multi-skilling.
- Complying with all ANU policies and procedures, and particularly those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. A tertiary qualification and 3+ years' experience working in a large, complex organisation supporting client-facing or public-facing functions or an equivalent combination of relevant experience and education/ training. Education or fundraising experience will be highly regarded but is not essential.
2. Excellent written and verbal communication skills, and the ability to adapt communication styles for a variety of audiences.
3. Demonstrated understanding of best practices in client relationship management, including the ability to prioritise client requests, be highly responsive, and liaise effectively with diverse internal and external stakeholders, showing tact, discretion and good judgement.
4. Demonstrated ability to work flexibly and cooperatively in a fast-paced team environment, with a high level of initiative, delivering results to deadline. Ability to work occasionally after hours (approx. once or twice a month).
5. Demonstrated analytical and problem-solving skills, including the ability to research, interpret and evaluate information in support of institutional goals, and to seek advice and act upon feedback where necessary.
6. Experience using a relational database or CRM will be highly regarded.
7. Demonstrated ability to promote the portfolio values of Accountability, Professionalism, Care, Passionate, Courageous and Collaboration, and a commitment to positively comply with the associated behavioural expectations.
8. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety and the 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.

References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Advancement Portfolio	Dept/School/Section	Philanthropy
Position Title	Senior Philanthropy Officer	Classification	ANU Officer 6/7
Position No.	39766	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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

- 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 checked="" 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"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" 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/Delegate:			Date:		