Development Coordinator

Position Summary

The portfolio of External Engagement has been created following a Taskforce 20/21+ review of opportunities to streamline our operations across both Faculties and Divisions. The new Division covers the following activities, separate to any activities relating to future student recruitment (which is coordinated via the Division of Academic and Student Life):

- Media, news and content
- Corporate marketing and communications
- Web transformation
- Events, venues and hospitality
- Fundraising
- Alumni engagement
- Government, community and diplomatic relations

The Development Coordinator is a development professional with an entrepreneurial approach who will play a support role in the Development Team to help build UNSW’s fundraising program. This position is responsible for administrative activities and coordination to support the teams’ achievement of significant philanthropic revenue targets for client group.

The Development Coordinator reports to Head of Development and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Work closely with the Head of Development and team members to support the philanthropic strategy for the Division of External Engagement to achieve agreed strategies and targets.
• Provide high level administrative support to members of the Development Team to ensure all donors in the Team's portfolio have complete cultivation and stewardship plans, contact reports and updated Raiser's Edge records.
• Coordinate all elements of donor funded scholarships and prizes in the Faculty with support from the Development Services Team.
• Provide organisational support for meetings and manage small scale events, both on and off campus as needed.
• Support the preparation of proposals, solicitation letters, and other cultivation materials and stewardship information for major gift prospects and donors.
• Develop and implement an annual work plan to ensure maximum efficiency and targets and goals are met.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience
• Relevant tertiary qualifications and experience in development and donations preferably in a higher education setting.
• Engagement and stakeholder management skills including the ability to establish long-term relationships with an organisation’s alumni, prospects, and donors.
• Excellent written and verbal communication skills including ability to present information in a clear and compelling manner.
• Understanding and practical ability in donor/sales related databases (ideally Raisers Edge but not vital).
• Excellent organisational skills and attention to detail, commitment to excellence and ability to perform in a fast-paced environment.
• Knowledge of the principles of fundraising and tax laws that impact charitable giving, personal assets and estates.
• Experience working effectively in a large complex organisation and demonstrated ability to influence and garner support and commitment for projects.
• Proven ability to work collaboratively with colleagues across multiple teams and with a variety of skill and communication styles.
• Self-motivated with ability to manage projects with minimal supervision.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.
This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.