



Position Description

College/Division:	Office of the Vice-Chancellor
Faculty/School/Centre:	Alumni Relations & Philanthropy
Department/Unit:	Philanthropy
Position Title:	Development Manager
Classification:	ANU Officer Grade 8 (Admin)
Position No:	TBA
Responsible to:	Senior Development Manager, Philanthropy
Number of positions that report to this role:	0
Delegation(s) Assigned:	

Position Overview:

The Alumni Relations & Philanthropy (AR&P) office leads the development, management and coordination of advancement activities at ANU. In alignment with ANU's strategic priorities, as a national institution committed to excellence in research, education and public policy development AR&P supports the University's objectives of deepening relationships with alumni and securing long-term philanthropic income. Members of the office integrate AR&P values – leadership, respect and inclusiveness, ethical behaviour, integrity and accountability, celebration – into their purposeful management of relationships with alumni, donors and prospective donors, within AR&P and across ANU. The Development Manager will be responsible for building, co-ordinating and executing strong donor engagement plans to support University priorities, primarily through major gifts fundraising.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Development Manager will work with a wide range of staff and internal stakeholders in the development of relationships to achieve philanthropic income supporting ANU. This includes other Alumni Relations & Philanthropy staff, ANU staff and academics and senior staff under the direction of the Associate Director, Philanthropy.

The position manages a portfolio of major gift prospects and will utilise innovative and creative approaches to optimise fundraising from individuals for the benefit of a range of stakeholders across the University. This position will focus a major part of its portfolio and major gift work in support of the ANU strategic priorities and have an additional focus on a specific project or field. The Development Manager will have a strong external-facing focus and will develop and maintain a set of key interpersonal relationships with prospects and donors.

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, programs and propositions, and prepare compelling cases for support.
2. Build, manage and maintain a balanced portfolio of prospects.
3. Plan, implement and manage strategies for cultivation, solicitation, closure and stewardship of major gifts from individuals.
4. Deliver a plan of fundraising activity with indicators for proposals, visits and income to meet agreed targets.
5. Maintain best practice standards in all aspects of the position, including appropriate activity levels, communication, reporting, donor stewardship and record management.
6. Build and maintain strong working relationships within the ANU Community, including Central and College based staff and academics to ensure a coordinated and integrated approach to philanthropy on behalf of the University.
7. Facilitate strong relationships within AR&P and the University, including senior management, to ensure a coordinated and integrated approach to philanthropic development.
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. Degree qualification with substantial relevant work experience including demonstrated success in philanthropic fundraising, in particular major gifts, meeting established targets and the development and execution of fundraising plans within a complex environment. Familiarity working within a University environment will be highly regarded.
2. Highly developed understanding of philanthropy, coupled with demonstrated relationship-building skills, applied to achieve strategies and goals.
3. Demonstrated experience in relationship management with highly developed interpersonal and communication skills including the ability to consult, negotiate and liaise effectively with a diverse range of people and write, present and deliver information effectively, including compelling cases for support.
4. Demonstrated commitment to working effectively as a team member, with the ability to work independently under minimal supervision and to organise work priorities to meet competing deadlines, whilst exercising judgement and discretion.
5. Ability to work outside normal working hours and travel domestically and internationally.
6. Demonstrated high level of 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	Office of the Vice-Chancellor	Dept/School/Section	Philanthropy
Position Title	Development Manager	Classification	ANU Officer Grade 8 (Admin)
Position No.	TBA	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 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"/>
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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