

**Position Title:** Faculty Development Officer

**Position Classification:** Level 7

**Position Number:** 305392, 305741, 307942, 309083, 309434, 311181, 312268, 313108, 313361

**Faculty/Office:** Community & Engagement

**School/Division:** Development and Alumni Relations

**Centre/Section:**

**Supervisor Title:** Senior Manager Development

**Supervisor Position Number:** 313357

**Your work area**

Development and Alumni Relations [DAR] oversees the University’s alumni engagement and philanthropic strategy. The function works collaboratively across the University to ensure the advancement strategy is built into outreach efforts across campus. The core responsibility of the development team is to build on the University’s community relations and secure philanthropic support for the University.

DAR works with a broad range of individual and corporate stakeholders whose investment as ambassadors, advocates, volunteers and donors are key to the University’s long term future, inclusive of:

* Alumni including graduates, staff and former students and staff
* Donors
* Corporate and business entities
* Foundations and Trusts
* Community organisations
* Government
* Friends and Volunteers

**Reporting Structure**

Reports to: Senior Manager Development

Dotted line reports to: Head of Faculty Service Delivery

**Your role**

The Faculty Development Officer will participate in planning and implementing a range of fundraising initiatives and engagement opportunities to enhance the relationship between the Faculty and its alumni, donors and supporters. The Faculty Development Officer is responsible for the delivery of successful fundraising and engagement outcomes, with a prime focus being UWA’s New Century Campaign, maximising the University’s philanthropic income for academic priorities.

**Key responsibilities**

Under the guidance of the Senior Manager Development and focusing on the Faculty’s fundraising priorities develop targeted fundraising projects and proposals, and solicit gifts ($25,000-$100,000) from individuals, corporates and charitable foundations

In line with the Prospect assignment protocols begin to establish and manage a gifts pipeline of approx. 150 prospects including the identification, cultivation, solicitation and stewardship of these donors

Identify potential donors for scholarships, prizes and memorial gifts and work within the University’s systems and processes to ensure their establishment

Liaising with the Manager, Donor Relations and Stewardship manage the engagement between donors and Faculty based staff to ensure appropriate acknowledgement of the Faculty’s donors and supporters

In consultation with the Faculty and the central Alumni Engagement team, facilitate alumni engagement initiatives, while building relationships with the Faculty’s alumni groups and professional bodies to develop opportunities to advance the alumni and fundraising priorities of the Faculty

Actively seek information and assist in recording, monitoring and tracking prospect information on alumni, donors and supporters through the use of the REX prospect-tracking module

Achieve the position’s performance outcomes as agreed with Senior Manager Development

Other duties as required

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency

Demonstrated consultation, collaborative networking, negotiation and problem solving skills and the ability to develop high quality relationships with various constituencies including volunteers, alumni, donors and staff and where appropriate secure donations

Excellent communication and presentation skills both oral and written including experience in writing proposals and background research for the not for profit sector

Excellent organisational skills and the ability to work productively both independently and within a team to meet deadlines

Proficient in a range of computing skills including word processing, spreadsheets, databases, internet and email

Professional skills and knowledge of advancement in higher education and an understanding of major international and national advancement trends

**Special Requirements (selection criteria)**

**Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

**Equity and Diversity**

All staff members are required to comply with the University’s Code of Ethics and Code of Conduct and Equity and Diversity principles Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/publications/code_of_ethics>, <http://www.equity.uwa.edu.au>



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**School/Division:** Development and Alumni Relations

**Centre/Section:**

**Supervisor Title:** Senior Manager Development

**Supervisor Position Number:** 313357

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**Key responsibilities**

Under the broad direction of the Senior Manager Development and focusing on the Faculty’s fundraising priorities develop targeted fundraising projects and proposals, and solicit gifts ($25,000-$250,000) from individuals, corporates and charitable foundations

In line with the Prospect assignment protocols establish and manage a major gifts pipeline of approx. 150 prospects including the identification, cultivation, solicitation and stewardship of these donors

Identify potential donors for scholarships, prizes and memorial gifts and work within the University’s systems and processes to ensure their establishment

Liaising with the Manager, Donor Relations and Stewardship manage the engagement between donors and Faculty based staff to ensure appropriate acknowledgement of the Faculty’s donors and supporters

In consultation with the Faculty and the central Alumni Engagement team, facilitate alumni engagement initiatives, while building relationships with the Faculty’s alumni groups and professional bodies to develop opportunities to advance the alumni and fundraising priorities of the Faculty

Actively seek information and assist in recording, monitoring and tracking prospect information on alumni, donors and supporters through the use of the REX prospect-tracking module

Achieve the position’s performance outcomes as agreed with Senior Manager Development

Other duties as required

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency

Proven fundraising experience with success in major gift solicitation including individuals, industry, trusts and foundations

Excellent communication and presentation skills both oral and written including experience in writing proposals and background research for the not for profit sector

Excellent organisational skills and the ability to work productively both independently and with a team to meet deadlines

Demonstrated consultation, collaborative networking, negotiation and problem solving skills and the ability to develop high quality relationships with various constituencies including volunteers, alumni, donors and staff

Professional skills and knowledge of advancement in higher education and an understanding of major international and national advancement trends

Demonstrated proficiency in a range of computing skills including word processing, the use of spreadsheets and databases

**Special Requirements (selection criteria)**

**Workplace Health and Safety**

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