



POSITION DESCRIPTION

University of Melbourne Advancement

Advancement Researcher

POSITION NO	0045353
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term position for 12 months
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://hr.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Edwina Kenrick Tel +61 3 8344 1765 Email ekenrick@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Advancement Researcher will play a significant role in helping the University to identify and understand individuals, corporations and foundations possessing a capacity and willingness to support the University during the critical Campaign period. The role requires a specialised, sensitive and results-oriented professional, capable of contributing to the achievement of the fundraising and advancement goals of the whole institution.

The Advancement Researcher is responsible for gathering, analysing and synthesizing large amounts of public financial and biographical information about prospective donors and prominent alumni into concise background reports, profiles and other materials to support senior staff in the execution of the University's fundraising and alumni relations activities.

The Advancement Researcher is also responsible for developing the data held on the Advance system into a comprehensive record of information about a wide range of the University's key stakeholders and client groups in the community as well as the contacts, relationships and transactions between the University and those groups.

1. Key Responsibilities

1.1 FUNDRAISING RESEARCH

- ▶ Conduct fundraising research using in-house and external records including database, web and other electronic resources, to identify individuals, foundations and corporations capable of providing significant support to the University.
- ▶ Analyse a range of business and financial resources to establish wealth indicators pertaining to a prospective major donor's capacity to give.
- ▶ Help determine cultivation and solicitation strategies, by matching prospective major donors to suitable fundraising proposals and programs.
- ▶ Prepare detailed profiles synthesizing and analysing advancement research information, including thumbnail reports and full profiles.
- ▶ Undertake specific research assignments for the Vice-Chancellor and Deans; Vice-Principal (Advancement) and other members of the Advancement Office and Faculty and Graduate School based fundraising staff.

1.2 MEDIA SCANNING

- ▶ Scan media and information sources to identify new prospective donors and to identify changes to the personal circumstances and contact details of key stakeholders and update the Advance database as required.

1.3 OTHER

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant tertiary degree and subsequent relevant experience.
- ▶ Familiarity with a broad range of electronic resources, including web search engines and directories; and public and commercial research tools, offering biographical, professional, corporate, financial, current affairs and other information.
- ▶ Initiative, sound judgment and discretion in dealing with confidential and sensitive information on alumni and donors; understanding when to seek counsel of more senior staff.
- ▶ Strong analytic and interpretive skills, and attention to detail with an understanding of the importance of objectivity in prospect research, evaluation and rating.
- ▶ Strong, project and results-focused organisation skills, including the ability to manage tasks and requests with competing deadlines.
- ▶ Outstanding written communication skills, including the ability to draft clear, concise and authoritative reports and analyses and experience in preparing such reports for senior staff.
- ▶ Understanding of fundraising concepts and issues including: prospect management, research and tracking terminology and techniques; the fundraising “cycle”; giving instruments; annual, major, planned and campaign giving; and current trends in philanthropy.

2.2 DESIRABLE

- ▶ Previous experience in an advancement research role, preferably in an Australian context.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Working as part of the Research and Prospective Donor Management team, the Advancement Researcher operates largely independently, under the broad supervision of the Head of Research & Prospective Donor Management. The Advancement Researcher is responsible for the regular gathering, analysis and compilation of a wide range of biographical, financial and other information. The Advancement Researcher must respond quickly and professionally to a range of research requests received from the various stakeholder groups. The Advancement Researcher exercises regular judgment calls on the relevance of information and is responsible for its accuracy and quality.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires a high level of technical skill and know-how and the ability to think laterally to discover pertinent information and identify new prospective major donors.

The incumbent must exercise sound judgment and discretion in dealing with confidential and sensitive information on alumni and donors and issues pertaining to privacy. The incumbent must also exercise sound judgment at all times about the relevance of information he / she becomes aware of about people and organisations who are key

stakeholders in the University's future development; about the priority that should be accorded to such information in recording and reporting on it; about the relevance of information in relation to the University's fundraising priorities; and about action that should be initiated as a result of new information becoming available.

The Advancement Researcher is responsible for regularly making decisions regarding the appropriate use of sensitive information in relation to the University's alumni and prospective major donors. As recorded research information may have compliance and public relations implications for the University, the Advancement Researcher needs to exercise discretion at all times about handling, storing and disseminating information.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Advancement Researcher must have a broad understanding of University financial, human resources, IT policies and procedures, and a detailed understanding of University fundraising policies and procedures to provide high quality and effective research meeting the broader strategic fundraising aims of the University.

3.4 RESOURCE MANAGEMENT

This position does not manage human or financial resources.

3.5 BREADTH OF THE POSITION

The Advancement Researcher liaises with fundraising staff broadly across the University. The role identifies individuals and organisations that can then have a significant impact on advancing the goals of the institution through their philanthropy; and, through the profiles and research reports supplied, contributes substantially to the development of cultivation and solicitation strategies that lead to major gifts.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised

as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 BUDGET DIVISION

<http://advancement.unimelb.edu.au/>

The Advancement Office aims to facilitate the establishment and maintenance of mutually beneficial relationships between the University and its alumni, friends and benefactors. It is responsible for the management of programs relating to alumni and benefactors, and provides services to and works collaboratively with faculties and other central administration areas.

University of Melbourne Advancement (UoMA) is responsible for the coordination and delivery of Believe: The Campaign for the University of Melbourne, www.campaign.unimelb.edu.au

The completion of the first phase goal of raising \$500M for the Believe Campaign was publicly announced in March 2016 along with the intention to proceed with a second phase of the Campaign with revised goals of raising \$1B and actively engaging with 100,000 alumni by the end of 2021. The Campaign is the largest initiative of its kind in the Asia-Pacific region.

UoMA's Vision – Partnering for Impact

Advancement is a **catalyst** that leads to positive impact on the University, the city, the state, Australia and the world.

Mission

We do this in deep and genuine partnership with our generous alumni, supporters and academic colleagues.

To do this we will work in partnership with:

- **Academic and professional colleagues** to identify, curate, hone and present wonderful philanthropic and engagement opportunities that support our outstanding researchers, teachers and students and the spaces in which they live and work
- **Donors** to match and connect these opportunities to their passions
- **Alumni, friends and current students** to develop mutual and lifelong benefit by sharing skills, expertise and networks

Guiding Principles

- We are ‘**One Advancement**’ working together towards collective goals
- We are driven both by **university strategies** and the opportunities presented by **our supporters’ passions**
- We strive for outcomes through **strong partnerships that deliver impact** – both with university colleagues and with our community stakeholders
- We create opportunities for the university to come together with supporters to **make a difference in the world** and benefit the communities with whom we engage
- We build **enduring, purposeful relationships** that are stakeholder-centric and mutually-beneficial
- Our decision making and resource allocation are based on **expert knowledge, research insights and data**
- We recognise the impact of both **financial and non-financial contributions**
- We **operate sustainably** at both the organisational and personal levels

Foundation Values

Our work will be guided always by our Values:

- **Integrity** – we are honest, trustworthy, understanding and sincere
- **Collaboration** – we are supportive of each other and work as a team toward improved collective outcomes
- **Innovation** – we prize creativity and act with courage to progress our objectives
- **Professionalism** – we are committed, focused, accountable, respectful and proud of the work we do

Behaviours

We look to encourage the following behaviours across Advancement:

- **Prioritise** based on our strategic direction and purpose
- **Don’t go it alone** – explore and exchange expertise, knowledge and institutional memory with colleagues across Advancement
- Be willing to **innovate and test new approaches**
- Support each other to **think, speak and act courageously** in pursuit of the best outcomes
- Be **responsive and decisive** taking both personal and collective **accountability**

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>