



POSITION DESCRIPTION

University of Melbourne Advancement

Development Officer (VCA and MCM)

POSITION NO	0042721
CLASSIFICATION	PCS 7
SALARY	\$85,189 - \$92,216 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time (continuing) position available
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kate Barnett Tel +61 3 9035 8747 Email kate.barnett@unimelb.edu.au <i>Please do not send your application to this contact</i>

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Position Summary

Reporting to the Deputy Director of Divisional Advancement (Humanities and Social Sciences, or HASS, and Engagement) within the University of Melbourne Advancement office, the Development Officer (VCA & MCM) is embedded within the Faculty of the Victorian College of the Arts and Melbourne Conservatorium of Music ("the Faculty") to support the Faculty's Advancement activities.

The incumbent will be the first point of contact for current and potential donors to the Faculty and will serve as custodian of the Faculty's donor relationships. Major gift enquiries will be triaged and handed over to the Deputy Director of Divisional Advancement (HASS and Engagement). Smaller gifts, which are no less important to the Faculty, will be managed by this position.

The incumbent will play a key role, in partnership with the Faculty's finance and scholarships administration teams, in the management of donor relationships with respect to gifts made to support the Faculty's scholarships, awards, prizes, and other initiatives. In addition, the role will assist in the establishment of new scholarships, awards, prizes and other initiatives through the collection of information from donors and prompt follow-up so as to ensure a smooth handover to Faculty services for implementation of gifts.

The incumbent will provide support for donor recognition and engagement activities, including coordination of reports, mail-outs and other forms of donor correspondence, and assist in maintenance of the University's donor and alumni database and the management and coordination of data that directly affects the Faculty's alumni engagement and philanthropic income targets.

The incumbent will have a proven ability to work both collaboratively and autonomously in managing multiple projects in a fast-paced and goal-oriented environment.

The incumbent will have outstanding interpersonal skills and an ability to collaborate effectively with colleagues, to engage with and gain the confidence of senior level staff and donors, and to forge effective relationships with academic leaders and faculty. The incumbent will be required to liaise with key stakeholders within the arts community including alumni and current and prospective donors. The role also requires close liaison with volunteers including members of the VCA Foundation board. As such, excellent communication skills are imperative.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A tertiary level qualification in any discipline with relevant work experience; or an equivalent combination of relevant experience and/or education and training
- ▶ Well developed, demonstrated analytical and problem solving skills, demonstrating initiative and flexibility to prioritise work based on project timelines
- ▶ Demonstrated initiative and ability to work independently with general direction and broad supervision, as well as ability to work well in a team to achieve results
- ▶ Demonstrated ability to exercise sound judgement and multitask across multiple areas within a matrix environment
- ▶ Excellent attention to detail, particularly in relation to the management of data
- ▶ Excellent computer literacy skills, with solid experience in Excel

- ▶ Demonstrated high level verbal and written communication skills
- ▶ Demonstrated ability to learn and adapt to new systems
- ▶ Demonstrated ability to maintain confidentiality
- ▶ An understanding of the fundraising cycle and the role of donor stewardship within the cycle, ideally within the creative arts sector
- ▶ Demonstrated high level interpersonal and verbal communication skills, with the ability to liaise effectively with a diverse range of internal and external stakeholders
- ▶ High level organisational and administrative skills with the ability to prioritise workload, manage multiple tasks and projects, and to meet deadlines.

1.2 DESIRABLE

- ▶ Experience in using Advance database
- ▶ Experience in a university or tertiary environment
- ▶ Knowledge of the Australian arts sector
- ▶ Knowledge of the philanthropic sector in Australia.

2. *Special Requirements*

- ▶ Located at Southbank, but will work across Parkville and Southbank campuses as required
- ▶ A degree of flexibility is required as operational needs often require the incumbent to undertake duties outside normal working hours
- ▶ Operational requirements may influence the approval of annual leave.

3. *Key Responsibilities*

3.1 DONOR RELATIONS AND STEWARDSHIP

- ▶ Prepare and execute donor stewardship plans for major donors to the Faculty
- ▶ Maintain strong relationships with the Faculty's donors, alumni and supporters
- ▶ Respond to current and prospective donor enquiries, redirecting to Faculty services as required
- ▶ Escalate to the Deputy Director of Divisional Advancement (HASS and Engagement) any potential donations at a major gift level (\$10,000+) or complex or unusual gifts
- ▶ Support the Faculty's donor stewardship programs, events and activities, including preparation of invitation lists for stewardship activity
- ▶ Support the University's donor recognition society programs, events and activities, including Chancellor's Circle annual donor reception
- ▶ Prepare tailored receipt letters to donors acknowledging their gift
- ▶ Assist with the preparation of correspondence to donors by Dean of the Faculty
- ▶ Prepare annual letters to donors containing the names of scholarship and award recipients and requesting payment from donors to expendable awards

- ▶ Contribute to endowment reporting to donors on an annual basis with the University's Advancement Office
- ▶ Maintain the giving pages of the Faculty's website as required.

3.2 STAKEHOLDER RELATIONS

- ▶ Work closely with senior executives of the Faculty, both academic and professional, and provide appropriate levels of support to colleagues at different levels within the Faculty
- ▶ Provide executive support to the VCA Foundation Board including the development of agendas and documents and in the drafting of minutes and relevant reports
- ▶ Work with the University's Alumni and Stakeholder Relations team to identify current and prospective donors from among the alumni community to become involved in programs for Faculty students
- ▶ Work with the Faculty's Communication and Engagement teams on communications to donors and the giving pages of the Faculty's website
- ▶ Work with the University's Advancement Communications team to build with alumni an awareness of, keen interest in, and a willingness to support, the Faculty and its plans
- ▶ Liaise with the University's Advancement Office regular giving team to execute new strategies to increase participation through the University's regular giving program
- ▶ Record information on the University's contact management database, Advance, update donor records with correct contact details, and record correspondence as contact reports in a timely and consistent fashion.

3.3 GENERAL

- ▶ Contribute to the development of reports and presentations
- ▶ Contribute to the analysis of programs and events
- ▶ Administrative and other duties as directed
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Development Officer will work under the broad direction of the Deputy Director of Divisional Advancement (HASS). The incumbent will work independently to resolve day-to-day problems and will communicate with the Deputy Director of Divisional Advancement (HASS) on a regular basis and escalate any perceived area of concern that may require the attention of the Deputy Director of Divisional Advancement (HASS). The incumbent is expected to be proactive and demonstrate initiative in working with the Faculty as well as broader University colleagues.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Development Officer is expected to analyse the effectiveness of current fundraising strategies and make recommendations for future initiatives. The incumbent will be

required to exercise independence in the management of workload and the prioritisation of tasks.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be required to possess, or quickly develop, an understanding of Faculty's strategic goals and thorough knowledge and understanding of the Faculty's advancement strategy, the University's strategic plan 'Growing Esteem', and an understanding of the reasons for The Campaign for the University of Melbourne.

4.4 BREADTH OF THE POSITION

The Development Officer communicates with a wide range of stakeholders including Faculty colleagues, University colleagues, and representatives of the VCA Foundation Board, industry and government.

5. Other Information

5.1 UNIVERSITY OF MELBOURNE ADVANCEMENT

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. Led by Campaign Chairman, Mr Allan Myers AO QC, the Campaign is the largest initiative of its kind in the Asia-Pacific region.

5.2 FACULTY OF VCA AND MCM

<http://vca-mcm.unimelb.edu.au/>

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

5.4 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.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 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/unisec/governance.html>.

6. *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/topics/responsibilities/>

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