

POSITION DESCRIPTION

University of Melbourne Advancement

Donor Relations Officer (Reporting)

POSITION NUMBER	0042722
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 7 - \$85,189 - \$92,216 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time (continuing) position available
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	<p>Liz Guthrie, Head of Donor Relations</p> <p>Tel +61 3 8344 1750</p> <p>Email eguthrie@unimelb.edu.au</p> <p>Please do not send your application to this contact</p>

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

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

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

ADVANCEMENT

www.unimelb.edu.au/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. The Believe Campaign is the largest initiative of its kind in the Asia-Pacific region.

ABOUT THE ROLE

Position Purpose:

The Donor Relations Officer (Reporting) reports to the Head of Donor Relations within the Development team of the Advancement office. The incumbent works closely with colleagues across Advancement, Faculties and divisions of the University, to deliver a robust and streamlined donor reporting program. The incumbent will have skills in data analysis complemented by a strong understanding of the role of donor relations and stewardship in the advancement of the University. The incumbent will be required to manage often delicate enquiries from donors, and prepare and distribute written communications that require a high level of research, liaison, collaboration and accuracy. This position will provide high level financial expertise and championing of the endowment database for the team.

Reporting line: Head of Donor Relations

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Significant

Judgement: Significant

Operational context: University wide

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Oversight and management of the endowment report process including the provision of regular project status reports to the supervisor.
- Responsible for the production of approximately 150 endowment reports annually.
- Work in collaboration with divisional colleagues to ensure timely and meaningful information collection.
- Analysis of Trust financial data to identify anomalies.
- Management of the endowment database, including liaison with Advancement Services colleagues to deliver system enhancements.
- Responsible for the production of expendable gift reports as directed by the Head of Donor Relations.

- Contribute to development of endowment reporting strategy to ensure compliance requirements are met and impact of gifts is effectively communicated.
- Monitor the capitalisation of gifts to endowed funds and the allocation of gifts to appropriate accounts within specified timeframes.
- Assist in the management of donor honour rolls including data quality assurance processes.
- Proactively identify new and improved ways to steward the University's donors.
- Work collaboratively to identify efficiencies and streamline processes in program management.
- Provide assistance during peak times with tailoring of donor acknowledgement letters.
- Other duties as directed by the Head of Donor Relations.

Selection Criteria:

Education/Qualifications:

1. The appointee will have: a tertiary level qualification in any discipline with relevant work experience; or an equivalent combination of relevant experience and/or education and training.

Knowledge and skills:

2. Excellent attention to detail, particularly in relation to the management and analysis of data.
3. Demonstrated high level verbal and written communication skills with the ability to craft copy for donor reports using appropriate donor centric language.
4. 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.
5. Well developed, demonstrated analytical and problem solving skills, demonstrating initiative and flexibility to prioritise work based on project timelines.
6. Experience in trust administration and/or an understanding of the legal and compliance requirements of trusts administration as a basis for annual endowment reporting.
7. Strong interpersonal skills with the ability to work collaboratively and effectively with a diverse range of stakeholders, both within the University and externally.
8. Demonstrated ability to maintain confidentiality and use discretion.
9. An understanding of the fundraising cycle and the role of stewardship and donor relations within the cycle is desirable.
10. Excellent computer literacy skills, with solid experience in Excel and a demonstrated ability to learn and adapt to new systems. (Experience in using the Advance database is desirable.)
11. Experience in a university/ tertiary environment is desirable.

Other job related information:

- A current full unrestricted work permit / visa for Australia is required.
- Willingness to work flexible hours, especially in relation to attending after hours donor events