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| **Position Description** |

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| **Stewardship Coordinator** | |
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| **Position No:** | New |
| **Department:** | Office of the Vice-Chancellor |
| **School:** | Alumni and Advancement Office |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 7 (HEO7) |
| **Employment Type:** | Continuing, Full Time |
| **Position Supervisor:**  **Number:** | Associate Director, Advancement  50100459 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Alumni and Advancement Office – <http://latrobe.edu.au/alumni>

**For enquiries only contact:**

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**Stewardship Coordinator**

**Position Context**

In 2011, La Trobe University appointed the first Director of Alumni and Advancement to lead the recently formed Alumni and Advancement Office (AAO). The AAO, which began with a team of 10 has expanded steadily over the last 5 years and is now a team of 26.

Following the implementation of the University Strategic Plan, *Future Ready*, and further reviews of the AAO in 2012, 2014 and 2015, additional resources have been provided to the AAO. The AAO is now positioned and required to raise significant financial support for the University through the University’s first major campaign, to mark the 50th Anniversary of admission of students to the University in 2017.

In addition, the University has committed to developing the regional campuses as integral to the long-term future of La Trobe. The University has also committed to enhanced engagement throughout South East Asia and in India as well as a continuing emphasis on building world class research and innovative game-changing partnerships.

With the growth in philanthropic support from the University’s community including alumni a need has grown for a coordinated approach to stewarding the University’s supporters. The Stewardship Coordinator will take responsibility for developing and coordinating an integrated program of stewardship including events to thank and acknowledge donors and to connect donors with the beneficiaries of their philanthropic support together with annual donor and endowment reporting.

Although the role is embedded in the Alumni and Advancement Office, with a focus on philanthropic engagement, the scope of the role encompasses the whole of university and is expected to liaise student services, scholarships office and academic areas benefitting from philanthropic support.

**Duties at this level may include:**

* The development, implementation and delivery of a stewardship program ensuring excellence in acknowledgement, recognition, impact reporting and cultivation.
* Work with Services and Support to ensure all gifts and pledges are acknowledged and reported on in a timely and accurate manner.
* Coordinate and deliver outstanding communications and events for individuals and groups agreed within the stewardship plan, ensuring that events meet objectives, opportunities are maximised and that delivery is within set timelines, resources and budget constraints.
* Effectively utilising the University donor database in order to develop and implement systems and strategies that enhance the delivery of donor relations programs.
* Drafting effective communication pieces to individuals and groups, and for drafting personal acknowledgement and stewardship letters for signature by the Vice Chancellor, senior management, Council members and key volunteers to cultivate, solicit and care for donors and prospective donors.
* Partner Relationship Managers to determine the best strategies for effective stewardship of major donors.
* Maintain and update stewardship records for individual donors on the University’s donor database

**Key Selection Criteria may include:**

* Completion of an appropriate university degree or an equivalent alternate combination of relevant knowledge, training or experience.
* Demonstrated experience in fundraising
* Demonstrated experience in establishing, cultivating and maintaining supportive relationships between an institution and a donor base with clearly demonstrated links to philanthropic giving.
* Excellent oral and written communication skills and strong interpersonal skills required.
* Demonstrated, successful project management experience, including experience managing events and producing communications products.
* Demonstrated experience in handling confidential matters.
* Ability to manage projects both independently and alongside colleagues and stakeholders.
* Strong interpersonal skills including ability to build relationships.
* Demonstrated experience working with and influencing senior management.
* Willingness to travel to other La Trobe locations or off-site locations.
* Willingness to attend after hours functions and activities.

**La Trobe Values**

At La Trobe we:

* take a world view
* pursue ideas and excellence with energy
* treat people with respect and work together
* are open, friendly and honest
* hold ourselves accountable for making great things happen.

For Human Resource Use Only

Initials: Date: