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| **Position Description** |

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| **Manager, Alumni Relations**  |
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| **Position No:** | 50100471 |
| **Department:** | Alumni and Advancement  |
| **School:** | Office of the Vice-Chancellor |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 8 (HEO8) |
| **Employment Type:** | 12 months Fixed term, Full time |
| **Position Supervisor:** **Number:** | Associate Director, Alumni Relations50019080 |
| **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 – http://latrobe.edu.au/alumni

**For enquiries only contact:**

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**Manager Alumni Relations**

**Position Context**

La Trobe University has ambitious plans for engaging its alumni community and attracting philanthropic support to enable its Mission and Key initiatives. Since 2010 the University has supported an Office of Alumni and Advancement under the leadership of a Director. The Alumni and Advancement Office is responsible for philanthropic fundraising and engagement with La Trobe University’s alumni community (190,000 as at November 2017). The Alumni and Advancement Office is an outwardly facing unit of the University and engagement with stakeholders is major element of most activities undertaken.

The office undertakes major gift fundraising, alumni engagement and giving, donor stewardship and bequests. This requires a position which can support the Associate Director, Alumni Relations in delivering strategies in relation to alumni relations that support the University’s priorities for research, partnerships (research and non-research), brand promotion, marketing and the increased engagement objectives arising from the 50th anniversary in 2017.

Reporting to the Associate Director, Alumni Relations, the position of Manager, Alumni Relations is responsible for the following:

**Duties at this level may include:**

* Developing new ways of using a specific alumni knowledge to apply to the overarching alumni engagement and communication strategy
* Responsible for international alumni program development and implementation. Provides strategic support and advice to schools or Colleges requiring integration of alumni activities, and an ability to achieve objectives operating within the complex organisational structure.
* Performs tasks requiring the integration of substantial theoretical and professional alumni knowledge to manage significant programs, or develop, review or evaluate significant programs and initiatives.
* Adapts current alumni procedures to modify and adapt existing alumni programs. It may also involve the interpretation of alumni policy which has an impact beyond the immediate work area.
* Identifies trends, strengths, weaknesses, opportunities and risks in alumni programming that may have an impact on AAO, to enable appropriate and timely action to be administered.
* Deputises for the Associate Director, Alumni Relations.
* Operational responsibility for staff delivering significant administrative or professional services, including the provision of advice on procedures, systems, priorities and budgets for the function concerned to more senior managers.
* Will have scope to reset priorities or resources within overall program objectives.
* May oversee a number of projects, to ensure each project is managed and delivered to specification, time and budget.
* May utilise and/or manage allocated budget/resources and control all related expenditure to ensure delivery of targets/objectives within budget.
* Contributes to planning and budgetary statements and delivery of service resources within budgetary constraints.
* Develops proposals and coordinates agreement for change or development in alumni relations
* Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
* Evaluates existing service provision, keeping abreast of feedback and broader developments in the external market place, to ensure appropriate developments and innovative solutions are proposed that consistently enhance and maximise service quality, efficiency and continuity.

**Key Selection Criteria may include:**

* A degree with substantial extension of the theories and principles, learned through experience; or a range of alumni relations experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience; or an equivalent alternate combination of relevant alumni relations knowledge, training and/or experience.
* Demonstrated leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
* Ability to be responsible for program/system development and implementation.
* Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
* Demonstrated high level of self-motivation and personal management skills.
* Demonstrated experience working with and influencing senior management.
* Experience developing innovative solutions and contributing to strategic planning.
* Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.

*We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: GS Date: Oct 2017