



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	ANU College of Health and Medicine ANU College of Science
<b>Faculty/School/Centre:</b>	Joint Colleges of Science (JCS)
<b>Department/Unit:</b>	JCS Advancement Office
<b>Position Title:</b>	Development Manager
<b>Classification:</b>	ANU Officer Level 8 (Administration)
<b>Position No:</b>	19476
<b>Responsible to:</b>	Senior Advancement Manager, JCS Advancement Office
<b>Number of positions that report to this role:</b>	Nil
<b>Delegation(s) Assigned:</b>	D6

### PURPOSE STATEMENT:

The ANU College of Health and Medicine and the ANU College of Science form the Joint Colleges of Science (JCS) at Australia's finest University. Covering all areas of scientific endeavour, from astrophysics to climate change, epidemiology to theoretical chemistry, JCS scholars use their skills to contribute to advancing knowledge for the future of the world. The Colleges encompass a tradition of research excellence that has fostered five Nobel Laureates and trains leaders in science, medicine, health and the environment in Research Schools consistently ranked among the top performers in the world in their various fields.

The Colleges are committed to securing philanthropic funding to further their research and educational objectives and require a highly motivated individual to help lead the philanthropic strategy through the JCS Advancement Office. As part of a small team, the Development Manager will be responsible for building, co-ordinating and executing strong donor engagement plans to support JCS priorities, primarily through major and mid-level gifts fundraising. S/he will be responsible for managing relationships with a significant portfolio of individual and institutional donors and will plan, implement and manage strategies for identification, cultivation, solicitation, and stewardship of gifts.

The JCS Advancement Office aligns its work with the University's strategic priorities as a national institution committed to excellence in research, education and contribution to public policy development. Members of the office integrate values of leadership, respect and inclusiveness, ethical behaviour, integrity and accountability into their management of relationships with alumni and friends, donors and prospective donors, and staff and students within the Colleges, across ANU, and both nationally and internationally.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Development Manager works in close partnership with the Deans, School Directors, senior academics, the College General Manager and the executive leadership of the ANU Alumni Relations & Philanthropy (AR&P) Office in matters of strategy and the execution of fundraising plans, including the development of Cases for Support. S/he forms part of the JCS Advancement Office under the leadership of a Senior Advancement Manager within the team. All JCS Development Managers work closely with the AR&P Senior Development Manager, and the related teams in AR&P including the Philanthropy Team, Alumni & Donor Relations, and Advancement Services, as well as fundraising peers in other ANU Colleges, ensuring a co-ordinated University-wide approach to philanthropic activity.

The Development Manager is responsible for the establishment and implementation of philanthropic fundraising in targeted areas of JCS, including fundraising from individuals, corporations and foundations. S/he will have a strong external facing focus and will spend about 80% of his/her time on major gift fundraising activities or mid-level giving strategies depending on their specialised deployment within the team, with 20% focussed on other fundraising and engagement activities.

The Development Manager will form and utilise networks that span the Colleges and the University and will liaise with a range of stakeholders including other University staff engaged in fundraising and engagement activities, the Emeritus Faculty, donors, alumni, fundraising volunteers, philanthropic foundations and corporations.

**Role Statement:**

Under the broad direction of the Deans and College General Manager, and working closely with the Senior Advancement Manager, JCS Advancement Office, the Development Manager's responsibilities will be as follows.

1. Lead the development and implementation of an integrated fundraising strategy for targeted areas of JCS including identification of strategic fundraising objectives and propositions that result in increased philanthropic income.
2. Develop and deliver related annual plans with indicators for visits, proposals and income to achieve agreed targets.
3. Manage a full portfolio of individual and institutional gift prospects and deliver strategies for identification, cultivation, solicitation, and stewardship of gifts.
4. Provide strategic and operational guidance to JCS staff and relevant committees in matters relating to philanthropy.
5. Communicate regularly with School Directors and School Managers and provide advice and guidance to the Schools on their involvement in the stewardship of endowments and gifts.
6. Maintain the highest professional standards in all aspects of the position, including appropriate activity levels, communication, reporting, donor stewardship and record management.
7. Represent JCS to various and diverse individuals and groups including donors, alumni and board members.
8. Represent the JCS Advancement Office at forums within ANU and externally, including the chairing of meetings, and chairing or representation for the College General Manager.
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
10. Undertake other duties as directed consistent with the principle of multi-skilling and the classification level of the position.

**SELECTION CRITERIA:**

1. Degree qualification with extensive relevant work experience including demonstrated success in the development of philanthropic fundraising plans and Cases for Support within a complex organisational environment. Experience with fundraising in the areas of science, medicine, health and environment, especially in a university setting, will be highly regarded.
2. Highly developed understanding of philanthropy, including its goals and strategies coupled with demonstrated relationship-building skills.
3. Demonstrated leadership experience in a culturally diverse environment, with an ability to coach and mentor staff, to promote a positive culture of collaboration and excellence and to deliver on challenging objectives in a timely manner and on budget.
4. Highly developed oral and written communication skills with demonstrated experience in the provision of high-level advice to senior management and preparation of materials for fundraising, incorporating a high-level of attention to detail. Strong presentation and public speaking skills are essential.
5. Demonstrated commitment to working effectively as a team member with the ability to work independently under minimal supervision, and to organise work priorities to meet competing deadlines.
6. Ability to work outside normal working hours and travel domestically or internationally.
7. A demonstrated high level of understanding of equal opportunity principles and a commitment to their application in a university context.

The successful candidate will need to be available to occasionally work evenings or on weekends. Travel interstate or overseas will also be required.

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

**References:**

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	CHM & COS	Dept/School/Section	Joint Colleges of Science – Advancement Office
Position Title	Development Manager	Classification	ANUO8 (Administration)
Position No.	19476	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . [http://info.anu.edu.au/hr/OHS/Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/Health_Surveillance_Program/index.asp)  
Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

Supervisor's Signature:		Print Name:	Karen Gair	Date:	
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## Behavioural Attributes

The purpose of this document is to provide descriptions of the key attributes that underpin the workplace behaviours and attitudes (how the job is done) of staff within the Joint Colleges of Science administration team.

### 1. Teamwork, collaboration and communication

Proactively addresses conflict and disagreements which affect team cohesiveness; works effectively with others in the organisation and outside the formal lines of authority (i.e. peers, other teams, senior management) to accomplish organisational goals; considers the impact of their decisions on others and shares credit with others for team accomplishments.

Openly exchanges information in a timely manner, knows who to keep informed, checks for understanding. Relates well to all kinds of people and builds constructive and effective relationships, treating others professionally, respectfully and courteously; uses diplomacy and tact. Develops effective customer (internal and external) relationships. Good team player that works effectively and cooperatively with others. Communicates knowledge and ideas orally and/or in writing with clarity and effectiveness.

### 2. Positive and approachable

Relates well to a variety of people – supervisors, subordinates, peers, clients and colleagues in other work units; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse high-tension situations comfortably; maintains a positive approach to work, including during periods of change and uncertainty.

### 3. Initiative and problem solving

Solves difficult problems with effective solutions; asks good questions and probes all fruitful sources for answers; can see underlying or hidden problems and patterns; looks beyond the obvious and doesn't stop at the first answers. Makes good decisions based on analysis, experience and judgment; has a proven track record over time; is sought out by others for advice and solutions. Knows when to refer to or consult with a supervisor and doesn't overly rely on them; uses confidential information with discretion. Anticipates and provides business solutions giving high priority to customer satisfaction.

### 4. Leadership

#### *At all levels*

Takes a role in mentoring and training staff; initiates new processes and change; demonstrates autonomy and takes ownership of projects and tasks; does not overly rely on supervisors for problem solving; sets an example for others in the workplace and contributes positively to shaping culture.

#### *In leadership roles*

Develops and articulates clear vision and purpose; attracts and selects strong people; motivates, guides and coaches staff through constructive feedback; inspires commitment; engages and develops people by providing them with meaningful opportunities; deals effectively with poor performance and unwanted behaviors; models the behavior being asked of others.

### 5. Resilience

Persists with and focuses on achieving objectives even in difficult circumstances; remains positive and optimistic; monitors own emotional reactions and remains controlled; continues to move forward, sustaining



effort despite criticism or set-backs; overcomes obstacles and rapidly recovers from setbacks; withstands criticism from stakeholders and maintains composure when under pressure; remains relaxed, composed and focused during a crisis.

## **6. Flexibility and adaptability**

Originates and adapts new ideas to achieve organisational objectives and goals; demonstrates imagination; effectively manages risk associated with new ideas; encourages change when appropriate and is flexible and adaptive to changing situations; is comfortable with uncertainty and ambiguity; looks forward to new opportunities, viewing them as creative challenges.

Overcomes resistance to change; maintains effectiveness despite changing tasks, responsibilities, co-workers, and environments; works changes in priorities and team composition into work processes.

## **7. Reliable**

Can be depended upon with confident certainty; consistent dependability of judgment, character and performance. Punctual; complete work in a timely manner; and do what they say they will do. Responds to work assignments and requests by being cooperative and available. Demonstrates a good attendance record; is aware of the impact that missing work will have on the customer as well as co-workers; follows through with commitments; can be counted on to meet deadlines; maintains consistent and predictable schedule.