



Australian
National
University

Position Description

College/Division:	ANU Advancement
Faculty/School/Centre:	ANU Advancement
Department/Unit:	Alumni Relations
Position Title:	Manager, Alumni Relations
Classification:	ANU Officer 8 (Administration)
Position No:	25013
Responsible to:	Associate Director, Alumni Relations
Number of positions that report to this role:	4
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT

ANU Advancement leads the development, management and coordination of advancement activities at ANU, in support of the University's objectives of deepening relationships with alumni and securing long-term philanthropic income. ANU Advancement 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 ANU Advancement values – leadership, respect and inclusiveness, ethical behaviour, integrity and accountability and celebration – into their purposeful management of relationships with alumni, donors and prospective donors, within ANU Advancement and across ANU.

The Manager, Alumni Relations is responsible for working towards building a strategic framework for providing externally focused operations for Alumni Relations to meet the University's strategic goals for alumni engagement. This position will be responsible for designing and delivering programs that help to increase engagement and strengthen relationships between the University and its alumni community. The Manager will also provide strategic support and advice to a wide range of internal and external stakeholders.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships

The Manager, Alumni Relations works closely with the Associate Director to develop and implement the ANU Advancement Alumni Relations strategy and operations. To deliver the function effectively, close working relationships and effective networks based on a high level of stakeholder feedback and engagement must be established both internally within ANU Advancement and across the University.

The Manager, Alumni Relations is responsible for exercising independent judgement in prioritising and focusing their work to maximise levels of engagement by alumni. They must be able to conceptualise new approaches and strategies required and demonstrate high-level problem-solving skills, sound judgement and discretion in the solving of operational problems and in the management of internal and external relationships.

This position will supervise the Senior Alumni Relations Officers and the Alumni Office Administrator.

The position will involve some domestic and international travel and work outside of normal working hours.

Role Statement

1. Manage implementation of an annual operational, program and event plan that achieves strategic objectives of the Alumni Relations Strategy.
2. Manage the Alumni Relations team including establishing PDR's, KPI's, performance management and recruitment to ensure that team values and the mission statement is advanced.
3. Working in conjunction with the Director and Associate Director, Alumni Relations, provide input into annual strategy development.
4. Manage, initiate and facilitate the involvement of Alumni Relations at alumni, student and future student events volunteers, developing collateral and coordinating participation at events including Orientation, Open Day,

Graduation and student recruitment activities in Australia and internationally.

5. Manage collaboration and support to other portfolios within the A&DR team including stewardship programs, Celebration of Giving, Day of Giving and the annual Phone Appeal as required.
6. Manage relationships with students and alumni, including providing detailed support to volunteers for establishing networks, events and programs globally.
7. Provide specialist advice and recommendations to ANU colleagues and volunteer alumni to support informed decision making, including presenting data and information from particular cohorts in Raiser's Edge database.
8. Provide high-level communications including briefing documents for events and meetings with alumni; present research on alumni in briefing materials; prepare speaker notes; present research on alumni including biographical information; and present detailed analysis, including survey and evaluation outcomes.
9. Regularly review, develop and deliver policies and processes that enhance engagement with and client service to students, alumni and ANU colleagues.
10. Keep up to date with trends, benchmarking, best practice, professional standards, regulations and new concepts and ideas within alumni relations, helping to provide the best services and benefits for alumni.
11. Undertake other duties as directed consistent with this level of classification.
12. The successful candidate will need to be available to occasionally work evenings or on weekends. Domestic and International travel may also be required.

SELECTION CRITERIA

1. Degree qualifications with extensive relevant experience and proven expertise in the management of significant human and material resources or an equivalent combination of experience and training.
2. Demonstrated experience in developing and implementing alumni and engagement strategies.
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 to achieve goals within a complex and evolving environment.
4. Demonstrated ability to establish and sustain effective professional relationships through the use of excellent oral and written communication skills.
5. Highly developed analytical and problem-solving skills with the proven ability to establish priorities and meet competing deadlines in the management of sensitive and complex issues across a broad range of stakeholders.
6. Demonstrated ability to create and devise new ways of delivering programs with a focus on the full program management cycle.
7. Demonstrated ability to develop and implement best practice policies and procedures and guidelines relevant to the function.
8. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

Supervisor/Delegate Signature:

Date:

Printed Name:

Uni ID:

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Australian
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Pre-Employment Work Environment Report

Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		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 Enrolment on relevant OHS training courses should also be arranged – see 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

Potential Hazards

<ul style="list-style-type: none"> • 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 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 type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
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"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
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