

Position Title	Senior Development Officer
Classification	Level 7
School/Division	Development and Alumni Relations
Centre/Section	Central
Supervisor Title	Senior Development Manager
Supervisor Position Number	FSR 310605
Position Number	FSR 312224

Your work area

Development and Alumni Relations [DAR] oversees the University's alumni engagement and philanthropic strategy. The function works collaboratively across the University to ensure the advancement strategy is built into outreach efforts across campus. The core responsibility of the development team is to build on the University's community relations and secure philanthropic support for the University.

DAR works with a broad range of individual and corporate stakeholders whose investment as ambassadors, advocates, volunteers and donors are key to the University's long term future, inclusive of:

- Alumni including graduates, staff and former students and staff
- Donors
- Corporate and business entities
- Foundations and Trusts
- Community organisations
- Government
- Friends and Volunteers

Reporting structure

Reports to: Senior Development Manager

Your role

As the appointee you will, under broad direction, participate in planning and implementing a range of fundraising initiatives and engagement opportunities designed to establish and cultivate relationships between the University and prospective bequest donors and engage meaningfully with confirmed bequest donors.

You will also work collaboratively with other development staff to assist with fundraising for cultural projects and other initiatives targeted to meet University-wide priorities, specifically identifying prospects and securing major gifts of \$25,000 and higher.

Your key responsibilities

Coordinate targeted fundraising projects and prepare proposals to solicit and secure bequest gifts and other support

Maintain a gifts pipeline of prospective bequest and other donors including the identification, cultivation, solicitation and stewardship of these donors

Liaise with bequest donors, Risk and Legal and other external agencies including lawyers, executors and trustees concerning the establishment and administration of bequests

Undertake bequest donors' wishes to establish scholarships, prizes and memorial gifts and work within the University's systems and processes to ensure their establishment

Maintain and build relationships with the University's alumni groups and staff to leverage engagement initiatives to advance UWA's bequest program

Coordinate and collaboratively work to deliver engagement initiatives for the Winthrop Society in line with the University's priorities

Liaise with the Donor Relations and Stewardship Team to ensure appropriate acknowledgement of and reporting to bequest donors

Participate in actively seeking information and assist in updating, recording, monitoring and tracking prospect information on alumni, donors and supporters through the use of the CRM (REX) prospect-tracking module

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Knowledge of advancement in higher education and an understanding of major international and national advancement and in particular bequest trends

Excellent written and verbal communication skills

Demonstrated consultation, collaborative networking and negotiation skills and the ability to develop high quality relationships Highly developed organisational skills with the demonstrated ability to set priorities and to meet deadlines

Sound research and analytical skills

Ability to work independently, show initiative, problem solve and work productively as part of a team

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Experience in fundraising and stewardship of major donors is desirable

Special requirements (selection criteria)

There are no special requirements

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/