|  |  |
| --- | --- |
| andANU_LOGO_mono black_FA.jpg | Position Description |

|  |  |
| --- | --- |
| **College/Division:** | ANU Advancement |
| **Faculty/School/Centre:**  |  |
| **Department/Unit:**  | Development (Colleges) |
| **Position Title:**  | Director, Development (Colleges) |
| **Classification:** | Senior Manager 2 |
| **Position No:** |  |
| **Responsible to:** | Vice-President (Advancement) |
| **Number of positions that report to this role:** | 7 |
| **Delegation(s) Assigned:** | D6 for 54505 and 54506 |

|  |
| --- |
| **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 their 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 Advancement and across ANU.The Director, Development (Colleges) is responsible for development and implementation of the Advancement Colleges strategy and plans for integration with the University. These strategies and activities include; a coordinated development plan and communication with key stakeholders; college governance supporting philanthropy; delivery of College Cases for Support; and management reporting and coordination of financial and human resources support services for the Development (Colleges) team. The Director, Development (Colleges) will manage relationships with donors and prospects across the Development portfolio in partnership with the Director, Development (University wide), particularly focused on College initiatives.**KEY ACCOUNTABILITY AREAS****Position Dimension & Relationships**The Director, Development (Colleges) reports to the Vice-President (Advancement) and works closely with the ANU Advancement Senior Management Team (SMT) to develop and implement fundraising strategy and operations. The Director, Development (Colleges) will provide high-level input to ANU College Deans and provide high-level advice to key stakeholders in the ANU Colleges on topics related to fundraising, relationship management, and the Case for Support. The Director, Development (Colleges), supervises the ANU College/Institutes Heads of Advancement, providing guidance and leadership to these staff. The incumbent works closely with the respective ANU College Deans and Institute Directors and jointly coordinates performance of the Heads of Advancement.The Director, Development (Colleges) will develop and maintain close working relationships and effective networks within ANU Advancement and across the University and will have extensive contact with the ANU College Deans, external community, prospects, donors and their representatives.This position is responsible for developing and implementing policies and procedures in support of fundraising and a philanthropic culture at ANU. The position will involve some domestic and international travel and work outside of normal working hours.**Role Statement**Under the broad direction of the Vice-President (Advancement), the Director, Development (Colleges) will:1. Lead development and implementation of fundraising activity and new philanthropy strategies and initiatives for ANU College Advancement activities across the University, as aligned with the University strategic plan.
2. Contribute substantially to the development and management of ANU Advancement strategy and objectives in line with the University strategic plan.
3. Develop and deliver ANU College fundraising programs, in accordance with the overarching ANU Advancement strategy.
4. Develop, implement, monitor and evaluate policies, procedures and business processes for development which provide optimal support for the advancement activities of the University.
5. Set, monitor and manage the annual operating budget for the Development (Colleges) team ensuring compliance with financial protocols and diligent and accurate recording of all expenditure. This will include implementation of monthly reporting process and quarterly forecasting to monitor expenditure and address any unexpected resource requirements.
6. Develop measurable and applied metrics of success maintaining an on–going evaluation and reporting system for the fundraising activities of the University.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
8. Perform other duties consistent with the classification of the position and in line with the principle of multiskilling.
 |

|  |
| --- |
| **SELECTION CRITERIA**1. Postgraduate qualifications with demonstrated relevant experience and proven expertise in the management of significant human and material resources or an equivalent combination of experience and training.
2. Demonstrated expertise in developing and implementing philanthropic and fundraising strategies.
3. Demonstrated experience in building, leading, motivating and managing teams and individuals to deliver specified goals, particularly in relation to fundraising, in a complex and evolving environment
4. High level liaison and negotiation skills with demonstrated ability to establish and sustain effective professional relationships through the use of excellent interpersonal, 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 including experience preparing and presenting clear and concise reports, briefings and correspondence relevant to the function.
8. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to their application in a university context.
 |
| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

|  |
| --- |
| **References:** |
| [Professional Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |

|  |  |
| --- | --- |
|  | 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.

1. 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.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. 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
4. ‘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

|  |
| --- |
| 1. 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 | [ ]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |