



**Australian
National
University**

Position Description

College/Division:	College of Law
Faculty/School/Centre:	
Department/Unit:	Advancement
Position Title:	Head of Advancement, College of Law
Classification:	Senior Manager 1 (Administration)
Position No:	
Responsible to:	Dean, College of Law & Director of Development (Colleges)
Number of positions that report to this role:	2
Delegation(s) Assigned:	D8

PURPOSE STATEMENT

In alignment with ANU strategic priorities, as a national institution committed to excellence in research, education and public policy development, Advancement at ANU supports the University's objectives of deepening relationships with alumni and securing long-term philanthropic income.

The ANU Advancement Office leads the development, establishment and coordination of philanthropic activities designed to secure funding in support of ANU research and education objectives. In collaboration with ANU Advancement, the ANU Colleges are committed to securing philanthropic funding to further College research and educational objectives.

Ranked in the world's top 20 for the study of Law, ANU College of Law balances a global outlook with a focus on those within our communities. The College has a strong focus on being able to provide assistance with public policy, circumnavigating the current political challenges whilst remaining a leader in legal education and research.

The Head of Advancement is a critical position within the College of Law and a senior member of the University's Development Team. It is responsible for delivering on the College and University's philanthropy and alumni engagement strategy and meeting ambitious fundraising goals.

The Head of Advancement will be responsible for building, coordinating and executing strong alumni and donor engagement plans to support College and University priorities, primarily through major gifts fundraising for the College of Law.

To read more about the College of Law: [About us | ANU College of Law](#)

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships

The Head of Advancement leads, develops and implements philanthropic fundraising strategies and improved alumni engagement within the College of Law.

This position provides expert strategic advice to, and works in close partnership with the Dean of the College of Law, School Directors, the College General Manager, Advancement and University colleagues, and oversees an expanding portfolio of individual and institutional gift prospects.

The Head of Advancement has a strong external focus on donor acquisition and will develop and maintain strong interpersonal relationships with prospects and donors. This position represents the University to various and diverse individuals and groups, including alumni, community leaders and board members; and will form and utilise networks spanning the Colleges and the University, liaising with a range of stakeholders.

The position manages a portfolio of major gift prospects and will utilise innovative and creative approaches to optimise fundraising from individuals for the benefit of the College of Law, the University and its community.

ROLE STATEMENT

Under broad direction, the Head of Advancement will:

1. Develop a coordinated and integrated approach to philanthropic development within the University through the building and management of collaborative networks with key stakeholders, to plan strategic fundraising objectives and develop fundraising propositions in line with ANU strategic priorities.
2. Develop a framework for prioritising and engaging with the University's prospects and supporters to optimise fundraising from individuals through a major gifts programme.
3. Develop and manage donor attraction and retention strategies, and evaluate and monitor effectiveness of activities against targets.
4. Identify, establish and maintain strong relationships with donors to build a sustainable major gifts programme for the University; including cultivation, solicitation, closing and stewardship of gifts and manage a portfolio of major gifts prospects in order to meet agreed targets.
5. Develop a detailed alumni program that builds on the influential alumni network to advance the College and University's goals.
6. Lead staff within the Colleges to ensure objectives and targets are met, including providing training, setting and monitoring goals, objectives and targets and providing effective coaching and support.
7. Substantially contribute to the strategic development, management and culture of the Advancement team and University.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA

1. Postgraduate qualifications with extensive relevant work experience, including a substantial track record in fundraising from individuals or an equivalent level of qualifications and experience. Experience in a tertiary education environment will be highly regarded.
2. Demonstrated experience and success in developing propositions and cases for support for fundraising.
3. Proven track-record of success in strategic planning, development and execution of fundraising programs within a complex environment and in meeting established targets whilst exercising judgement and discretion.
4. Demonstrated high-level understanding of relationship management with highly developed interpersonal and communication skills including the ability to consult, negotiate and liaise effectively with a diverse range of people and write, present and deliver information effectively to a variety of audiences including senior management.
5. Demonstrated people management experience with an ability to coach and mentor staff, prioritise workloads and lead the team to deliver challenging objectives in a timely manner.
6. Demonstrated ability to manage competing priorities and a diverse range of complex projects in a timely manner with an ability to respond and adapt to work demands.
7. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	7/1/2022
Printed Name:	Alex Furman, Director of Development	Uni ID:	

References:

[Professional Staff Classification Descriptors](#)