



## Position Description

College/Division:	College of Arts and Social Sciences (CASS)
Faculty/School/Centre:	Advancement
Department/Unit:	
Position Title:	Senior Development Officer
Classification:	ANUO 6/7 (Administration)
Position No:	TBC
Responsible to:	Head of Advancement (CASS)
Number of positions that report to this role:	NIL
Delegation(s) Assigned:	NIL

### PURPOSE STATEMENT:

*ANU Advancement is committed to meaningful engagement with our constituents – both locally and globally – and we work to generate the philanthropic support required to maximise the impact of ANU's unique national mandate for world-leading research, education and innovation.*

*The CASS Advancement Office aligns its work with the University's strategic priorities as a national institution committed to excellence in research, education and contribution to community public policy development. The Colleges are committed to securing philanthropic funding to further their research and educational objectives*

*The Senior Development Officer will coordinate and support the establishment and implementation of philanthropic fundraising priorities determined by the College and CASS Advancement with a focus on securing transformative, large-scale philanthropic gifts. This role will develop and manage an evolving portfolio of major gift prospects within a complex stakeholder environment, and will require the development of creative, innovative and culturally-competent strategies to optimize philanthropic income*

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

*The Senior Development Officer reports to Advancement Manager, and works in close partnership with the Deans, School Directors, senior academics, and ANU Advancement in matters of strategy and the execution of fundraising plans and materials. The Senior Development Officer forms part of the CASS Advancement Office under the leadership of the Head of Advancement. The College Senior Development Officer work closely with ANU Advancement teams including Development, Alumni Relations, Donor Relations & Communications, and Advancement Services, as well as fundraising peers in other ANU Colleges, ensuring a co-ordinated University-wide approach to philanthropic activity.*

*The Senior Development Officer 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 Head of Advancement (CASS), the Senior Development Officer's responsibilities will be as follows:*

- Provide support for a range of fundraising-related activities undertaken by CASS Advancement including project and proposal development Lead the development and implementation of an integrated fundraising strategy for targeted areas in CASS including identification of strategic fundraising objectives and programs that result in increased philanthropic income.
- Undertaking strategic relationship management activities, including:
  - Consistently advocating for the University's goals in all interactions with our constituents and contributing to Build and maintain a balanced portfolio of individual and institutional gift prospects and deliver strategies for identification, cultivation, solicitation, and stewardship of gifts.
  - Deliver on College's fundraising activity with agreed KPIs for proposals, visits, prospect qualification and income.

- Build, maintain and facilitate strong working relationships within the ANU community, including Central and College based professional staff and academics, to ensure a coordinated and integrated approach to philanthropy on behalf of the University.
- Maintain data in the University's enterprise system and facilitate the CASS Quick Catch-up as an engagement tool with alumni/prospects
- Developing warm, professional rapport and lines of communication with those individuals assigned to you, and proactively cultivating their connection to ANU
- Researching and analysing information about existing and potential donors with a view to progressing individual relationships towards major gift cultivation and solicitation
- Represent the College to various and diverse individuals and groups including donors, alumni, volunteers and the community at large.
- Producing comprehensive briefings and assessments of donors and prospects to inform fundraising activities.
- Developing fundraising proposals from concept to formal presentation documents, undertaking research and sourcing key information from across the University and helping as needed with concept development, coordinating implementation and reporting for projects supported by donors.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Perform other duties as directed, consistent with the principle of multi-skilling and the classification level of the position.

#### SELECTION CRITERIA:

1. *A degree with relevant experience working in a large, complex organisation supporting client-facing or public-facing functions. Experience in higher education or fundraising will be highly regarded.*
2. *Demonstrated high level customer service and communication skills, with experience producing reports, documentation, project plans and an ability to liaise effectively with stakeholders in a culturally diverse environment.*
3. *Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.*
4. *Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.*
5. *Highly developed computer skills, including using contemporary relevant office suite, spreadsheets and databases. Experience with relational database or CRM would be highly regarded.*
6. *A demonstrated understanding of equal opportunity principles and policies and a commitment to their application 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 Name:

Andrea Morris

Date:

15 September 2021

#### References:

[Professional Staff Classification Descriptors](#)



**Australian  
National  
University**

# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	College of Arts and Social Sciences	<b>Dept/School/Section</b>	Advancement
<b>Position Title</b>	Senior Development Officer	<b>Classification</b>	ANUO 6/7 (Administration)
<b>Position No.</b>		<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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

<ul style="list-style-type: none"> <li>• 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.</li> </ul>					
<b>TASK</b>	regular	occasional	<b>TASK</b>	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"/>
Organizing events	<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"/>			
<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"/>
OTHER POTENTIAL HAZARDS (please specify):					
<b>Supervisor/Delegate Name:</b>		Andrea Morris		<b>Date:</b>	15 September 2021