



# Position Description

## Development Officer

Development and Alumni Relations

Office for Advancement

**Classification** Level 6

**Delegation band** [Delegations and Authorisations Policy \(see Section 3\)](#)

**Special conditions** Evening and weekend work is required, as is travel.

**Workplace agreement** [Charles Sturt University Enterprise Agreement](#)

**Date last reviewed** March 2018



# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university's eight key performance indicators:

<b>Our Students</b>	<ul style="list-style-type: none"><li>• Commencing progress rate</li><li>• Student experience</li></ul>
<b>Our Research</b>	<ul style="list-style-type: none"><li>• Research income</li><li>• Research quality and impact</li></ul>
<b>Our People</b>	<ul style="list-style-type: none"><li>• All injury frequency rate</li><li>• Engagement</li></ul>
<b>Our Social Responsibility</b>	<ul style="list-style-type: none"><li>• Underlying operating result</li><li>• Community and partner sentiment</li></ul>



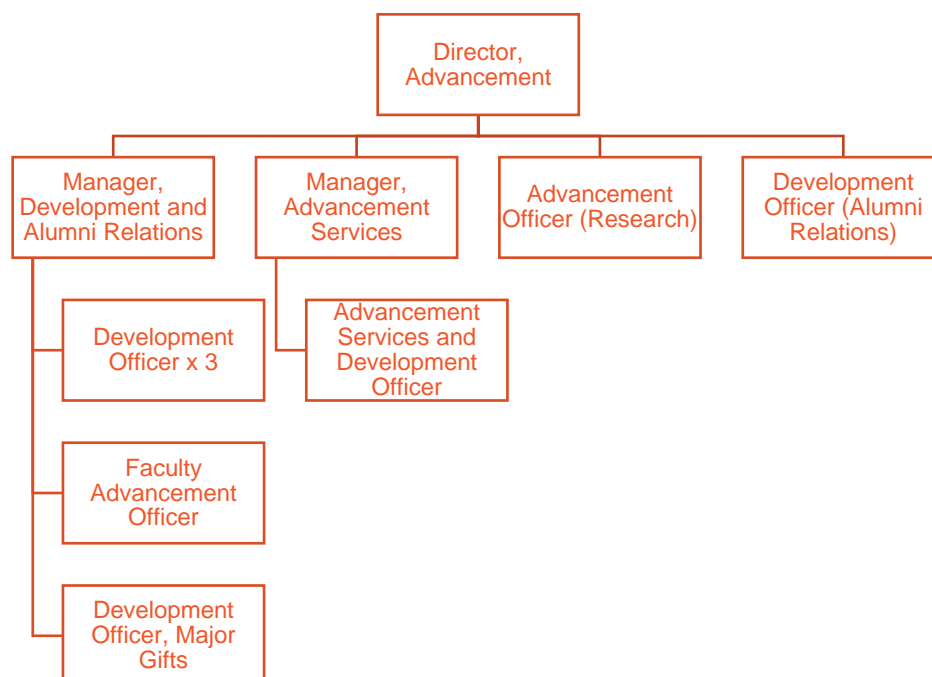
## Office for Advancement

### Development and Alumni Relations

The Office for Advancement is responsible for raising, maintaining and advancing the national and international profile of the University in the areas of fundraising and alumni relations.

The Office aims to secure philanthropic support by building mutually beneficial relationships which increase understanding of, and support for, its goals and objectives among its key constituents, including alumni and friends, government policymakers, the media, corporations, foundations, members of the community and philanthropic entities of all types.

### Organisational chart



### Reporting relationship

**This position reports to:** Manager Development and Alumni Relations

**This position supervises:** Nil

### Key working relationships

- Donors, Alumni and friends of the University
- Faculty and Divisional Staff



## Position Overview

The Development Officer - Fundraising is responsible for the acquisition scholarships and gifts on behalf of the University and the CSU Foundation Trust (CSUFT).

The Development Officer Fundraising provides services and seeks opportunity for the CSUFT: internally across the University and externally to alumni, donors and wider community partners.

This involves the delivery of strategies to keep the Development area connected to the University, encouraging, promoting, sourcing and securing scholarships and other philanthropic opportunities. The Development Officer manages a group of designated donors and seeks to pursue further philanthropic opportunities with them, whilst maintaining their current scholarship portfolios, as per team timelines and protocol.

It is the responsibility of the Development Officer Fundraising to ensure that relationships with potential donors, donors, Faculty members, alumni and other key stakeholders are developed and nurtured by reinforcing an environment based on providing excellent service and relationships that are considered mutually beneficial.

## Principal responsibilities

- Manage a large scholarship portfolio and steward a diverse group of donors, with a view to securing their lifelong commitment to the University and Foundation Trust and therefore enhancing the educational opportunities for CSU students.
- Research, identify, cultivate and secure new donors in accordance with CSUFT policies, procedures and in view of best practice and sustainable innovation.
- Undertake fundraising program/development planning to acquire new scholarships and gifts including: endowments, bequests and capital giving to benefit the CSUFT.
- Develop, deliver and analyse effective donor communications, events and other stewardship activities, across various platforms, to cultivate and steward prospective and existing donors and build the reputation of the University.
- Provide advice and reports on development activity to management, and manage strategic fundraising programs, including the scholarship, bequest, CSU give and donor acquisition programs and activities
- Maintain a current and accurate database of stakeholder details and contacts, utilising in house Customer Relationship Management systems.
- Other duties appropriate to the classification as required



## Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

<b>Network</b>	Bring people together and build relationships that deliver desired benefits and outcomes.
<b>Influence</b>	Create compelling arguments to persuade others and promote ideas that add strategic value.
<b>Present and communicate information</b>	Speak clearly and fluently, express opinions, make presentations, respond to an audience, show credibility.
<b>Write and report</b>	Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.
<b>Analyse</b>	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.
<b>Learn and research</b>	Learn rapidly, gather information, understand rapidly, manage knowledge, foster organisational learning

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. A degree, normally with 2 or more years subsequent relevant experience to consolidate the theories and principles learned; or extensive experience (eg., an Associate Diploma with at least 4 years subsequent relevant experience), leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Excellent professional and interpersonal skills with proven ability to develop and nurture relationships across a broad cross-section of individuals, community, business and government, to secure philanthropic gifts.
- C. Excellent written and verbal communication skills, and experience in producing a range of contemporary communications.
- D. Strong experience in project management, records management and demonstrated attention to detail.
- E. Strong analytical and problem-solving skills with the capability to think strategically, source solutions and provide advice to Management.
- F. Willingness to travel and possession of a current class C Driver's Licence.

### Desirable

- G. Successful experience in developing cultivation and solicitation strategies that benefit education.
- H. Experience in Private or Public Ancillary Fund grant writing and acquisitions



