

Position Description

Advancement Manager

Position No:	50119526
Department:	Office of the Vice-Chancellor
School:	Alumni and Advancement Office
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 9 (HEO9)
Employment Type:	Continuing, Full Time
Position Supervisor:	Director of Philanthropy, Advancement
Number:	50146059
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Alumni and Advancement Office – <http://latrobe.edu.au/alumni>

For enquiries only contact:

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Position Description – Advancement Manager

Position Context

The Alumni and Advancement Office is responsible for philanthropic fundraising and engagement with La Trobe University's alumni community (196,000 as at November 2017). The Alumni and Advancement Office (AAO) is an outwardly facing unit of the University and engagement with stakeholders is a major element of most activities undertaken. The office undertakes major gift fundraising, alumni engagement and giving, donor stewardship and bequests. In March 2017 the University launched its first ever fundraising campaign, *Make the Difference*, as part of the University's 50th Anniversary Celebrations with the aim to raise \$50 million by 2020.

The Advancement Manager is responsible for developing and managing relationships with high net worth individuals in order to raise philanthropic funds to support research and scholarships. In order to deliver this philanthropic engagement the role must work closely with the broader Alumni and Advancement Team, the Research Office and academics from across the university.

Duties include:

- Managing a portfolio of high net worth prospects in order to generate philanthropic funds for La Trobe University. This includes: qualifying, cultivating, soliciting and stewarding individuals to donate to scholarships and research projects.
- Planning, developing, reviewing and amending cultivation strategies in order to find the best opportunities for individual prospects to donate.
- Identifying and developing opportunities for prospects to support philanthropically (proposals), including working with staff from across the University to develop, document and embed these opportunities.
- Provide strategic support and advice to researchers and program managers in order to develop proposals with strong potential for philanthropic support.
- Complying with all relevant university policies and procedures including those relating to: gift acceptance, naming opportunities, endowment opportunities, research projects, scholarships and relationship management.
- Undertaking all necessary administration in order to accurately record and maintain prospect information and steward philanthropic gifts using the AAO's relationship management database – Raiser's Edge.
- Managing travel and stewardship budgets to best utilise the available operational resources to engage with prospects.
- Reviewing performance over time and comparing it to best practice relationship management fundraising elsewhere, identifying areas of improvement in structure, practices, policies and technology, reporting where appropriate.
- Identify trends, strengths, weaknesses, opportunities and risks in relation to philanthropic opportunities that may have an impact on the University to enable appropriate and timely action to be administered, reporting where appropriate.
- Take into account the views and interests of others and carry prime responsibility for the development of philanthropic relationships between individuals and the university.
- Participate in the annual business planning process to support the strategic direction of the Alumni and Advancement Office.
- Under broad direction, manage other administrative, technical and/or professional staff.
- Contribute to an effective and cohesive team and ensure effective team communication processes.
- As a peer, develop, motivate and mentor administrative, technical and/or professional staff within work area to improve their capability to better meet current and future requirements.
- Lead by example by delivering excellent customer service support to all internal and external stakeholders.

- Interact professionally and respectfully with senior colleagues across all areas of the University, with internal and external committees and other external bodies, providing high level input.
- Represent the University externally in sector groups and in philanthropic negotiations.

Key Selection Criteria:

- Completion of a university degree or an equivalent combination of knowledge, training or experience relevant to fundraising.
- Demonstrated senior experience in major gift fundraising, or equivalent from a business development context.
- Demonstrated ability to establish and maintain sound working relationships internally and externally and to communicate effectively on a range of sensitive and complex issues – including experience working with and influencing senior management.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
- High levels of accountability and professional standards.
- Excellent oral and written communication skills.
- Demonstrated project management skills, including the ability to operate effectively in a complex and political environment and balance a range of priorities and expectations.
- Demonstrated experience in handling confidential matters appropriately.
- Willingness to travel to other La Trobe locations or off-site locations.
- Willingness to attend after hours functions and activities.
- Demonstrated experience managing and controlling resources/funding and an understanding of financial management procedures.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only Initials:

Date: