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| **Position Title** | Gift Implementation Officer |
| **Classification** | Level 7 |
| **School/Division** | Development and Alumni Relations |
| **Centre/Section** | Advancement Services |
| **Supervisor Title** | Manager, Gift Solutions |
| **Supervisor Position Number** | 314412 |
| **Position Number** | 322628 |

**Your work area**

Development and Alumni Relations [DAR] oversees the University’s alumni, philanthropy and community strategies. The function works collaboratively across the University to embed philanthropic and engagement activity into the University’s operations. The core responsibility of the team is to lead and build on the University’s alumni, donor and community relations to advance the University’s goals.

Gift implementation is a core function of this work, encompassing activities necessary to ensure that a philanthropic gift received by the University is allocated and used in a way that meets all applicable regulations (external and internal) and advances the University’s strategic priorities.

**Reporting structure**

Reports to: Manager, Gift Solutions

**Your role**

Under broad direction, you will develop and implement projects to advance the successful implementation of philanthropic gifts received by the University. You will prepare project plans, consult stakeholders, and provide administrative and operational support. You will also support project objectives and milestones, and report on progress.

**Your key responsibilities**

Develop and implement university-wide projects, systems and processes to facilitate successful implementation of philanthropic gifts received by the University.

Investigate and consult broadly to identify common gift implementation issues and obstacles, and work with Advancement Services leadership to develop strategies to address them.

Attend meetings with key stakeholders to support successful implementation of gifts.

Proactively identify and pursue opportunities to enhance processes and systems.

Collaborate with Advancement Services leadership to build corporate knowledge across the DAR team and manage documentation related to gift implementation services.

Provide administrative and operational support to various projects and initiatives.

Perform other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualifications or demonstrated equivalent competency.

Substantial relevant project and senior administrative experience at an appropriate level.

Proven ability to handle sensitive information with professionalism.

Demonstrated ability to navigate complex organisations and underlying policy frameworks.

Highly developed written, verbal and interpersonal skills, including experience in managing key relationships with a diverse range of stakeholders.

Highly developed organisational skills and demonstrated ability to monitor time and resources, to meet deadlines and to work effectively within set guidelines.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email, including proficiency in sourcing information from a variety of databases.

Demonstrated understanding of higher education.

An understanding of the Australian philanthropy landscape is highly desirable.

Demonstrated ability to analyse problems and work proactively.

Ability to work independently, show initiative and work productively as part of a team.

**Special requirements (selection criteria)**

There are no special requirements.

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [Code of Ethics and Code of Conduct](https://www.uwa.edu.au/policy/-/media/Project/UWA/UWA/Policy-Library/Policy/Code-of-Conduct/Code-of-Ethics-and-Code-of-Conduct.doc)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [Safety and Health Policy](https://www.uwa.edu.au/policy/-/media/Project/UWA/UWA/Policy-Library/Policy/Sustainability/Wellbeing/Safety-and-Health/Safety-and-Health-Policy.doc)