

|  |
| --- |
| **Position Description** |

|  |
| --- |
| **Development Co-ordinator** |
|  |  |
| **Position No:** | 50119552 |
| **Business Unit:** | Vice-Chancellor and President and Chief of Staff |
| **Division:** | Office of the Vice-Chancellor |
| **Department:** | Alumni and Advancement  |
| **Classification Level:** | Higher Education Officer (HEO) 7 |
| **Employment Type:** | Full-Time, Continuing |
| **Campus Location** | Campus Independent |
| **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>

**Position Context /Purpose**

The Advancement Office is responsible for philanthropic fundraising and engagement with La Trobe University’s alumni community of 200,000 graduates. The Office undertakes major gift fundraising, alumni engagement and giving, donor stewardship and bequests. The University’s first fundraising campaign *Make the Difference*, seeks to raise $100 million by 2022.

The Development Co-ordinator is responsible for supporting the development and management of 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 Development Managers, the Alumni Relations team, Advancement Services, Regional Campuses, Student Services and academics from across the University.

**Duties include:**

* Overseeing a portfolio of major gift prospects, including: qualifying, cultivating, soliciting and stewarding individuals to donate to student awards and research projects.
* Monitoring, reviewing and amending cultivation strategies in order to find the best opportunities for individual prospects to donate.
* Developing proposals/recommendations on opportunities for prospects to support philanthropically, including working with staff from across the University to develop, document and embed these opportunities.
* Provide advice to researchers and program Co-ordinators 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, privacy, 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.
* Engaging with prospects within budget and strategy parameters as set.
* 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.
* Contribute to the annual business planning process to support the strategic direction of the Alumni and Advancement Office.
* Contribute to an effective and cohesive team and ensure effective team communication processes.
* Deliver 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 philanthropic negotiations – with support where the value of these negotiations is significant.
* Anticipates customer needs/requests, identifying opportunities and facilitating change management.
* Develops proposals or recommendations and provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
* Provides consultancy advice to others. May be recognised within or outside a School/Division/Department or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
* Independently monitors, reviews and develops procedures in own functional area.
* Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.

**Key Selection Criteria:**

* An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience relevant to fundraising.
* Demonstrated 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, confidential and complex issues.
* Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
* 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.
* High levels of accountability and professional standards.
* Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
* Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.

**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 AND
* be willing to travel to other La Trobe Campuses and to off-site locations and after hours functions and activities.

**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:

***Accountable****: We are accountable for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.*

***Connected****: We are connected to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.*

***Innovative****: We are innovative in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.*

***Care****: We care about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.*

For Human Resource Use OnlyInitials: Date: