

Position Description

Development Co-ordinator

Position No:	50119552
Department:	Office of the Vice-Chancellor
School:	Alumni and Advancement Office
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 7 (HEO7)
Employment Type:	Fixed term, Full time.
Position Supervisor:	Advancement Manager
Number:	50119526
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 Co-ordinator

Position Context

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. As of March 2018 the University had raised \$50 million towards its first ever fundraising campaign – and is seeking now 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 and Advancement Office, the Research Office 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 scholarships 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, 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.
- Take into account the views and interests of others and carry prime responsibility for the development of philanthropic relationships between individuals and the university.
- 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.
- 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 philanthropic negotiations – with support where the value of these negotiations is significant (principal gift level).

Key Selection Criteria:

- Completion of a university degree or an equivalent combination of knowledge, training 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 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 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.

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: