

Position Description

Stewardship Coordinator

Position No:	50142691
Department:	Office of the Vice-Chancellor
School:	Alumni and Advancement Office
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 7 (HEO7)
Employment Type:	Continuing, Full Time
Position Supervisor:	Associate Director, Advancement
Number:	50100459
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 – Stewardship Coordinator

Position Context

The Alumni and Advancement Office is responsible for philanthropic fundraising, as well as 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. To date, the University has raised \$60 million towards its first ever fundraising campaign – to raise \$100 million by 2022.

The Stewardship Coordinator is responsible for overseeing a program of co-ordinated stewardship of the University's donors. This role has responsibility for developing and coordinating an integrated program of stewardship, including: bespoke stewardship plans; regular impact reports; stewardship communications for cohorts of donors such as bequestors and annual donors; as well as events to thank and acknowledge donors and to connect them with the beneficiaries of their philanthropic support.

The role works closely with Development Managers, but also the broader Alumni and Advancement team, the Student Admissions and Scholarships team, the Finance team and academic areas across the university.

Duties include:

- The development, implementation and delivery of a stewardship program ensuring excellence in acknowledgement, recognition, impact reporting and cultivation.
- Working with Development Managers, the creation and implementation of bespoke stewardship plans for major and principal gift donors.
- Coordination and delivery of outstanding stewardship communications products and events, ensuring that they meet objectives, opportunities are maximised and that delivery is within set timelines, resources and budget constraints.
- Effectively utilising the University donor database in order to develop and implement systems and strategies that enhance the delivery of donor relations programs.
- Drafting personal communications for signature by the Vice Chancellor, senior management, Council members and key volunteers to cultivate and steward donors.
- Working with Advancement Services to ensure all gifts and pledges are acknowledged and reported on in a timely and accurate manner.
- Maintain and update stewardship records for individual donors on the University's donor database, accurately and efficiently and in accordance with documented procedures and business rules.
- Provide strategic recommendations to the Associate Director, Advancement and the Senior Director, Alumni and Advancement regarding best practice stewardship activities.

Key Selection Criteria may include:

- Completion of an appropriate university degree or an equivalent alternate combination of relevant knowledge, training or experience.
- Demonstrated experience in establishing, cultivating and maintaining supportive relationships between an institution and a client/donor base that successfully retain clients/donors.

- Demonstrated, successful project management experience, including experience managing events and producing communications products.
- Excellent oral and written communication skills and strong interpersonal skills required.
- Demonstrated experience in handling confidential matters appropriately.
- Ability to manage projects both independently and alongside colleagues and stakeholders.
- Demonstrated experience working with and influencing senior management.
- 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: