



ALUMNI RELATIONS MANAGER

DEPARTMENT/UNIT	Education Marketing and Communications
FACULTY/DIVISION	Faculty of Education
CLASSIFICATION	HEW Level 8
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Faculty of Education** is nationally and internationally recognised for excellence in teaching and research. Operating across two campuses, we offer a diverse and innovative curriculum that responds to international and local community needs, producing graduates who lead professional practice, public debate, policy and community action around the world.

Among our programs are undergraduate and postgraduate teacher education degrees in early childhood, primary, secondary education, a wide range of postgraduate coursework and research degrees in education, TESOL, counselling, psychology and educational leadership. We have a vibrant research culture, and we are known for our openness to multidisciplinary critical research and our commitment to finding solutions to the key educational problems of our time.

For more information about the Faculty, please visit our website: www.monash.edu/education.

POSITION PURPOSE

The primary purpose of this position is to develop and implement comprehensive alumni and donor engagement strategy and plans, which are aligned with the Faculty of Education, External Relations, Development and Alumni (ERDA), and the wider University objectives. The Alumni Relations Manager will establish strong, ongoing and mutually beneficial relationships between the Faculty and its alumni, professional and industry organisations and friends of the University.

Reporting Line: The position reports to the Manager, Marketing and Communications

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Develop and implement a Faculty of Education alumni engagement strategy and plan and regularly evaluate and report on the effectiveness of this plan, in line with University policies and procedures
2. Develop and deliver a philanthropic strategy and plan for the Faculty of Education to raise philanthropic funds to support faculty research and scholarships, in line with University policies and procedures
3. Build and strengthen mutually beneficial relationships with alumni to grow activity and involvement in faculty strategic and priority areas and develop a network of advocates for the Faculty
4. Build on existing and develop new long-term relationships with donors, prospective donors and other key external stakeholders
5. Proactively engage and collaborate with both academic and professional teams within the faculty to identify projects that require philanthropic support and foster productive relationships for the faculty
6. Work closely with other internal staff within the faculty's marketing and communications team to ensure that alumni are represented in internal and external communications, events and student recruitment activities
7. Build and maintain productive relationships with staff within ERDA, the Faculty as well as staff working in other relevant business units and functional areas
8. Stay abreast of new developments in Alumni Relations and philanthropy and encourage the sharing of these with relevant staff across the University

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Relevant post graduate qualifications or progress towards post graduate qualifications and extensive relevant experience; or
 - extensive experience and management expertise; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Strong interpersonal and verbal communication skills when dealing with a broad range of individuals, groups and organisations including the ability to foster effective collaboration
3. Ability to generate innovative strategies to develop partnerships and engage the commitment and support of potential donors and identifying relationships that would be beneficial to the Faculty and University's business objectives
4. Sound knowledge of up to date practices and techniques in communication, marketing (both domestic and international), branding and the positioning of an organisation to best perform in a competitive marketplace
5. Proven capability to manage relationships across the full spectrum of current stakeholders, potential new donors and other interested parties, with the capacity to inspire and engage robustly and ability to persuade them to commit to a cause
6. Demonstrated high-level strategic analysis, research, planning and advisory skills, and proven experience in policy, guidelines and procedures development
7. Expert networking skills, with a well-developed network in government and business

OTHER JOB RELATED INFORMATION

- Travel (e.g. to other campuses of the University) may be required
- Overtime and out of hours work (including evenings, weekends and public holidays) may be required
- There may be peak periods of work during which the taking of leave may be restricted
- This position requires a valid Working with Children check (employee)

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.