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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | ANU Advancement |
| **Faculty/School/Centre:**  | ANU Advancement |
| **Department/Unit:**  | Development |
| **Position Title:**  | Senior Development Officer |
| **Classification:** | ANU Officer Grade 6/7 |
| **Position No:** | 529581 |
| **Responsible to:** | Development Manager, Advancement |
| **Number of positions that report to this role:** | Nil |
| **Delegation(s) Assigned:** | Nil |

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| **PURPOSE STATEMENT:**ANU Advancement is in an exciting phase of growth, as we build the philanthropic foundations for ANU and work towards launching the University’s first comprehensive fundraising campaign. We are committed to meaningful engagement with our constituents and we work as a team to generate the philanthropic support required to maximise the impact of ANU’s unique national mandate for world-leading research, education and innovation. Our work connects us with alumni, donors, friends and members of the wider community who are excited by our vision, energy and commitment to improving society and addressing our world’s big challenges. Our goal is to foster a culture of philanthropy throughout the University community and beyond.

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**KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:**

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| Working under the direction of the Development Manager, Advancement, the Senior Development Officer (one of four such roles) supports the fundraising activities of the University’s Major Gifts team. This team is focused on securing transformative, large-scale philanthropic gifts for the University. The role will interact with a range of internal and external stakeholders including academics and subject-matter experts, donors, prospective donors, alumni, philanthropic organisations and fundraising volunteers.The Senior Development Officer is expected to develop a wide range of networks and relationships within ANU including academic and administrative staff, members of the Senior Management team, volunteers and students. The role involves close contact with high-profile donors and alumni, requiring discretion and diplomacy in dealing with these individuals and their organisations. Teamwork, collaboration and the provision of excellent client service are central to this position. |

**Role Statement:**Under the broad direction of the Development Manager, Advancement, the Senior Development Officer will undertake a range of duties including:1. Providing support for a range of fundraising-related activities undertaken by the major gifts team, including project and proposal development, organising engagement opportunities, planning domestic and international trips, and managing, attending and helping to host events.2. Undertaking strategic relationship management activities, including:* Consistently advocating for the University’s goals in all interactions with our constituents and contributing to a positive and meaningful donor experience;
* Developing warm, professional rapport and lines of communication with those individuals assigned to you, and proactively cultivating their connection to ANU;
* Drafting communications for team members, planning, coordinating and preparing for team visits and meetings, recording activity on the database Raiser’s Edge;
* Utilising a Prospect Management System and Raiser’s Edge to analyse and make recommendations for the management and development of prospect/donor relationships;
* Researching and analysing information about existing and potential donors with a view to progressing individual relationships towards major gift cultivation and solicitation;
* Producing comprehensive briefings and assessments of donors and prospects to inform fundraising activities.

5. Developing fundraising proposals from concept to formal presentation documents, undertaking research and sourcing key information from across the University and helping as needed with concept development, coordinating implementation and reporting for projects supported by donors.6. Work with the Communications team to craft a range of Advancement communications materials including templates, key messages and collateral for use by fundraising colleagues.7. Complying with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.8. Perform other duties as required, consistent with the classification level of the position and in line with the principle of multi-skilling.

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| 9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity. |

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| **SELECTION CRITERIA:**1. A tertiary qualification and 3+ years’ experience working in a large, complex organisation supporting client-facing or public-facing functions. Education or fundraising experience will be highly regarded, but is not essential.
2. Excellent written and verbal communication skills, and the ability to adapt communication styles for a variety of audiences.
3. Demonstrated understanding of best practices in client relationship management, including the ability to prioritise client requests, be highly responsive, and liaise effectively with diverse internal and external stakeholders, showing tact, discretion and good judgement.
4. Demonstrated ability to work flexibly and cooperatively in a fast-paced team environment, with a high level of initiative, delivering results to deadline. Ability to work occasionally after hours (approx. once or twice a month).
5. Demonstrated analytical and problem-solving skills, including the ability to research, interpret and evaluate information in support of institutional goals, and to seek advice and act upon feedback where necessary.
6. Experience using a relational database or CRM will be highly regarded.
7. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety and the commitment to their application in a university context.
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| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | ANU Advancement | **Dept/School/Section** | Development |
| **Position Title** | Senior Development Officer | **Classification** | ANU Officer Grade 6/7 |
| **Position No.** | 529581 | **Reference No.** |       |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

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| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [x]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |