



Position Description

College/Division:	ANU Advancement
Faculty/School/Centre:	
Department/Unit:	Advancement Services
Position Title:	Senior Program Coordinator, Gift Implementation
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	00024639
Responsible to:	Program Manager, Gift Implementation
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

Position Overview:

The ANU Advancement (ADV) office leads the development, management and coordination of advancement activities at ANU, in support of the University's objectives of deepening relationships with alumni and securing long-term philanthropic income and in alignment with ANU's strategic priorities as a national institution committed to excellence in research, education and contribution to public policy development. Members of the office integrate Advancement values – leadership, respect and inclusiveness, ethical behaviour, integrity and accountability, celebration – into their purposeful management of relationships with alumni, donors and prospective donors, within Advancement and across ANU.

This position is responsible for promoting and influencing key stakeholders in the effective implementation of gift funds across the University, including monitoring expenditure and investments in line with fund purpose; and capturing the impact of giving. This role involves the provision of high quality advice and influential engagement of stakeholders across the University supporting the achievement of the University's strategic philanthropic goals.

Position Dimension & Relationships:

Reporting to the Program Manager, Gift Implementation, the Senior Program Coordinator, Gift Implementation is responsible for providing a high-level services and support to ensure the effective implementation, stewardship and administration of gift funds of the University in support of research, students (including scholarships & prizes), and other strategic priorities. Primary duties include: liaison with fundraisers, fund delegates and college based finance staff; capturing the impact of giving, development of gift agreements, fund purpose statements and other documentation for the establishment and ongoing implementation, stewardship and administration of gift funds; and managing enquiries relating to gift funds both internally & externally to the University.

This position works closely with Advancement Services team and across ANU Advancement in providing donor centric client service providing high level advice and assistance on all aspects of the effective implementation of gift funds, in particular, with the Development and Donor Relations teams. This position will work both independently and collaboratively, whilst exercising sound judgement, influence, discretion and diplomacy. This position will develop and operate networks both within and outside the ANU to promote the culture of philanthropy. The ability to liaise with professional and academic staff, donors and students and to form strong and cooperative working relationships across ANU and with external stakeholders is vital.

In addition, the position has the opportunity to provide support and analysis as needed for ANU Advancement and may include the Office of the Vice Chancellor, Deputy Vice-Chancellor (Academic) portfolio, senior academic staff, and Divisional staff.

Role Statement:

Under the broad direction, the Senior Program Coordinator, Gift Implementation will:

1. Contribute to the establishment of a robust framework for the implementation of the gift funds of the University, including the development of templates, policies and procedures that support the effective stewardship of the donors through capturing the impact of their giving.
2. Engage and liaise with relevant stakeholders to promote and advocate for the effective implementation stewardship and administration of gift funds across the University, including the development of gift agreements, fund purpose statements and other best practice processes and documentation (e.g. conditions of award), capturing the impact of giving and record keeping for new and existing gift funds. This may include, but is not limited to, gift funds that support research, scholarships, prizes and other strategic priorities of the University.
3. Provide operational advice on the effective implementation of gift funds, including planning, promotion and communication options. Interpret complex correspondence and agreements, draft and prepare reports and documents and ensure maintenance of associated records in the appropriate CRM, finance and record management systems.
4. Provide high level client service including monitoring and responding to enquiries in relation to the effective implementation, stewardship and administration of gift funds. Use initiative and judgement to disseminate information and coordinate and provide responses and referral of matters as they arise.
5. Develop, continuously improve and provide high level and detailed information and reports aligned with strategic and operational priorities, including but not limited to gift fund status checks, trend analysis, benchmarking and the impact of giving in support research, scholarships, prizes and other strategic priorities of the University.
6. Build relationships and networks, conduct workshops, and communicate effectively across the University to advocate for and facilitate effective implementation of gift funds supporting research, scholarships, prizes and other strategic priorities of the University.
7. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
8. Perform other duties consistent with the classification of the position, as directed.

SELECTION CRITERIA:

1. Degree in a relevant field with demonstrated relevant experience in gift governance and implementation in a complex organisation, or an equivalent combination of experience and/or education/training. Experience with finance administration would be an advantage.
2. Demonstrated influence, drive and responsibility in the implementation of a robust operational framework in the administration of large and complex programs.
3. Demonstrated numerical, analytical and problem solving skills with a high degree of attention to detail and accuracy. Demonstrated ability to work flexibly, independently, and within a team environment, using initiative, judgement and discretion.
4. Excellent interpersonal and communication skills, both written and oral, including the ability to consult, negotiate and liaise effectively with a diverse range of people.
5. Proven ability to consistently display high quality customer service principles, practices and attributes and the ability to respond and adjust to changing work demands and circumstances, including a capacity to work effectively with competing demands and deadlines.
6. Experience with the Microsoft Office suite of programs, particularly word processing, spread sheets, presentations, databases, email and the internet. Familiarity with CRM and financial systems is highly desirable.
7. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

Supervisor/Delegate Signature:		Date:	5/09/2019
Printed Name:	Kay Connell	Uni ID:	U1060553

References:
Professional Staff Classification Descriptors