

Position Description

Development Coordinator

*Position Number: 00034761
Position Title: Development Coordinator
Date Written: May 2018*

*Faculty / Division: Philanthropy
School / Unit: Development – Divisions and
Regions team
Position Level: Level 6*

ORGANISATIONAL ENVIRONMENT

UNSW is embarking upon a new strategy which aims to propel the University into the world's top 50 by 2025. A key part of developing our new strategy has been a wide-ranging consultation, involving thousands of our staff, students, alumni and external partners and the development of a Green and White Paper. The consultation identified a strategy based on three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward looking 21st century university.

Our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators appended to this position description for the expectations of your career level (Level 6).



Demonstrates Excellence – Delivers high performance and demonstrates service excellence.



Drives Innovation – Thinks creatively and develops new ways of working. Initiates and embraces change.



Builds Collaboration – Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Embraces Diversity – Values individual differences and contributions of all people and promotes inclusion.



Displays Respect – Treats others with dignity and empathy. Communicates with integrity and openness.

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Philanthropy is critical to the success of the 2025 Strategy.

Beginning with the appointment of a new Vice-President, Philanthropy in February 2016, UNSW is committed to building a world-class development and engagement team that will help advance UNSW's ambitious goals. Our Development and International Development Teams work closely with individuals, corporations, and foundations to raise philanthropic support for the university's highest priorities. Our Alumni and Engagement Team encourages alumni and friends to give time, money and expertise in support of these priorities, while providing ongoing value to graduates, and strengthening the University's reputation. Our Operations Team ensures that all UNSW donors, alumni and friends receive a consistent and high standard of service and stewardship.

The Development Coordinator is a development professional with an entrepreneurial approach who will play a support role in the Development Team to help build UNSW's fundraising program. This position is responsible for administrative activities and coordination to support the teams' achievement of significant philanthropic revenue targets for client group.

This role of Development Coordinator reports to the Director, Development within the Divisions and Regions team. The team consists of four Development Managers in addition to the Director and is responsible for fundraising with prospects in Australia but outside of Sydney and specifically fundraising for UNSW Sydney's Indigenous, Equity and educational pathway programs.

The Development Coordinator will also be offered the opportunity for hands on fundraising management of smaller level projects and prospects.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Work closely with the Development Director, Divisions and Regions and team members to support the philanthropic strategy for the Division of Philanthropy to achieve agreed strategies and targets.
- Provide high level administrative support to members of the Development Team to ensure all donors in the Team's portfolio have complete cultivation and stewardship plans, contact reports and updated Raiser's Edge records.
- Coordinate all elements of donor funded scholarships and prizes in the Faculty with support from the Donor Services Team.
- Provide organisational support for meetings and manage small scale events, both on and off campus as needed.
- Support the preparation of proposals, solicitation letters, and other cultivation materials and stewardship information for major gift prospects and donors.
- Develop and implement an annual work plan to ensure maximum efficiency and targets and goals are met.

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

- Relevant tertiary qualifications and experience in development and donations preferably in a higher education setting.
- Engagement and stakeholder management skills including the ability to establish long-term relationships with an organisation's alumni, prospects, and donors.
- Excellent written and verbal communication skills including ability to present information in a clear and compelling manner.
- Understanding and practical ability in donor/sales related databases (ideally Raisers Edge but not vital).
- Excellent organisational skills and attention to detail, commitment to excellence and ability to perform in a fast-paced environment.
- Knowledge of the principles of fundraising and tax laws that impact charitable giving, personal assets and estates.
- Experience working effectively in a large complex organisation and demonstrated ability to influence and garner support and commitment for projects.
- Proven ability to work collaboratively with colleagues across multiple teams and with a variety of skill and communication styles.
- Self-motivated with ability to manage projects with minimal supervision.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.