

POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: Senior Development Coordinator (Scholarships) Level: 6/7
Division: Chief Administrative Officer Portfolio Department: Advancement Division

Primary purpose of the position:

The purpose of the role of Senior Development Coordinator is to build relationships with potential donors and contributors, steward existing relationships and act as liaison between the external stakeholders and internal stakeholders within the UOW community (i.e. Faculties, Departments and ARD). The scholarships portfolio exists to support students while fulfilling the strategic priorities of the UOW and its faculties. The Senior Development Coordinator is responsible for stewarding existing sponsors and building the scholarships portfolio into the future by using the University’s strategic priorities as a guideline. It is a role of responsibility requiring the individual to maintain open and regular contact with internal stakeholders such as the Academic Registrar’s Division (ARD) and faculties.

The role sits within the Development Team within the Advancement Division and will contribute to the achievement of the strategic fundraising plans and targets of the UOW and its faculties by working with the other members of the Development Team and other internal and external stakeholders to seek funding that supports scholarships in priority areas.

Position Environment:

The Advancement Division is responsible for the strategic, university wide, integration and co-ordination of alumni relations, fundraising and community engagement functions to support the development of enduring relationships to provide multiple opportunities and connections to support the mission of the University of Wollongong.

The Advancement Division contributes to the University of Wollongong’s ability to outline a strong vision and build the commitment of stakeholders, including alumni, that supports its ability to compete effectively in a global context.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	<p>Implement fundraising activities to identify, qualify and cultivate donors for philanthropic support in scholarships and higher education</p> <ul style="list-style-type: none"> With Development Manager, build relationships with potential donors and contributors to support the students, scholarships and higher education. With the Development Manager and internal stakeholders identify scholarship priorities for support from donors and contributors. 	<ul style="list-style-type: none"> Fundraising plan and targets Priority projects for fundraising Engagement with internal stakeholders Achievement of fundraising targets for scholarships 	20%	
2.	<p>Solicit and steward new and existing donors to the UOW scholarship portfolio.</p> <ul style="list-style-type: none"> Engage with senior staff and academics to identify potential donor and contributor prospects. Identify and cultivate a portfolio of donor prospects. Develop proposals and solicit gifts from donor prospects to achieve fundraising targets. Develop and implement stewardship plans for 	<ul style="list-style-type: none"> Identified prospects Gift proposals Successful solicitation of gifts Donor stewardship plans and activities 	40%	

	scholarship donors.			
3.	<p>Work with internal stakeholders on the management of the UOW scholarship portfolio.</p> <ul style="list-style-type: none"> • Work in partnership with ARD on the administration of scholarships. • Develop relationships with faculty representatives and provide guidance on participation in scholarship interviews with donors where appropriate. 	<ul style="list-style-type: none"> • Information on available scholarships to Recruitment and ARD for promotion • Information to careers on internships and cadetships for promotion • Faculty representatives for interviews 	20%	
4.	<p>Plan and implement donor recognition activities to steward donors and contributors.</p> <ul style="list-style-type: none"> • Develop strategic plan for donor and contributor recognition, including objectives and target audience. • Implement events including preparation of guest lists, invitations, venue, catering, order of proceedings, gifts for sponsors, etc. • Provide feedback on the outcomes and success of the event to the Development Manager 	<ul style="list-style-type: none"> • Strategy for engagement • Event implementation and feedback • Report outcomes to Development Manager 	5%	
5.	<p>Provide feedback on fundraising results.</p> <ul style="list-style-type: none"> • Report regularly to the Development Manager on philanthropic gifts and contributions to scholarships and fundraising outcomes. • Contribute to regular reports for donors and external stakeholders to provide accountability and transparency and build confidence in the financial management of gifts. 	<ul style="list-style-type: none"> • Regular reports to the Development Manager • Contributions to external reports 	5%	
6.	<p>Maintain donor records and details on scholarship donors and recipients</p> <ul style="list-style-type: none"> • Create and maintain donor records on Raiser's Edge, in line with business rules. • Process gifts and invoice requests and add to Raiser's Edge records. • Add scholarship details to Raiser's Edge. • Add scholarship recipients to Raiser's Edge to inform future alumni fundraising. • Maintain a register of contacts with prospects. 	<ul style="list-style-type: none"> • Maintenance of donor records • Gift processing • Scholarship information • Scholarship recipient information • Contact reports and register 	10%	
8.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
10.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	

Reporting Relationships:

Position Reports to:	Development Manager
The position supervises the following positions:	None
Other Key Contacts:	As below

Key Relationships:

Contact/Organisation:

- Development Manager
- Senior Development Coordinator
- Alumni Relations Manager
- Database Administrator
- ARD
- UOW staff in Faculties and Units
- Dean of Students
- UOW finance
- Donors and prospects

Purpose & Frequency of contact

- Identification, qualification, cultivation, solicitation and stewardship of corporate donor prospects
- Effective prospect management
- Achievement of fundraising objectives for scholarships
- Donor record management and reporting
- Providing information on donated scholarships and receiving feedback on scholarship recipients
- Providing information on donated scholarships for promotion
- Relationship development to assist and support fundraising initiatives
- Gift processing, invoicing and receipting
- Identification, qualification, cultivation, solicitation and stewardship of corporate donor prospects

Key Challenges:

1. The ability to engage with internal and external stakeholders and address the often disparate needs of these groups.
2. The ability to perform and prioritise a wide range and high volume of diversified tasks.
3. The ongoing requirement of all Development staff to be extremely responsive to clients needs (including donors, sponsors and other stakeholders) and to be able to work at times under pressure in order to meet these needs and the goals of fundraising.
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated understanding of fundraising principles, concepts and ethical practices.
- Highly developed oral, written and interpersonal communication skills.
- Demonstrated skills and experience in a range of IT systems and programs, particularly including relationship databases, eg – Raiser's Edge.
- An understanding of tertiary education and the university environment
- High level communication skills with sound negotiation skills.

SELECTION CRITERIA - Education & Experience:

Essential:

- University degree in marketing or a related area, or relevant demonstrated knowledge and experience.
- Demonstrated fundraising experience, with a proven track record of successful cultivation, solicitation and stewardship.
- Experience developing and sustaining resilient and dynamic relationships with donors and colleagues.
- Demonstrated experience managing multiple projects and responsibilities, ensuring high performance standards and adherence to deadlines.
- Experience coordinating larger scale events involving stakeholders at different levels in an organisation and external stakeholders.

Personal Attributes:

- Ability to maintain confidentiality with well-developed qualities of tact and discretion.
- The ability to be proactive, self-motivated and results-focused.
- Ability to work effectively in a team.

Special Job Requirements:

n/a

Organisational Chart:

Organisational chart coming soon

Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).
- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.