

**DEVELOPMENT OFFICER
POSITION DESCRIPTION**

Position Title:	Development Officer	Position Number:	Faculty/Division: Office of the Vice-Chancellor and President
Classification:	HEO6	No. Direct Reports & Highest Classified Position: nil	School/Branch: University Engagement
FTE: 1.0	Reports to: Director of Development	Fixed <input type="checkbox"/> Continuing <input checked="" type="checkbox"/>	Discipline/Unit: Development
Position Summary:	<p>The University Engagement Branch comprises four units: Alumni Relations, Development, Stakeholder Relations and Operations. The Branch has been created to develop and foster partnerships and links with business, government, alumni, donors and the wider community and to optimise the effectiveness and efficiency of engagement activities within one portfolio.</p> <p>The Development Officer is focused on driving fundraising outcomes for up to two faculties in support of their stated priorities; proactively delivering on a range of fundraising activities including major gift solicitation, events, prospect research, and building a culture of philanthropy within the Faculty student body and staff.</p>		
Position Characteristics:	Scope	Working under general direction from the Director of Development, the Development Officer is responsible for securing philanthropic support for Executive Dean-approved Faculty priorities and goals.	
	Significant internal/external relationships	<ul style="list-style-type: none"> • Executive Deans • Faculty Managers • Heads of Schools and School Managers • Faculty and School Academic and Professional Staff • University Engagement Directors and Managers • Donors • Philanthropic Trusts and Foundations • Organisations/Companies • Alumni 	
	Special conditions	<ul style="list-style-type: none"> • Work out of standard hours as required • May be required to travel intra and interstate • Reasonable workplace adjustments will be made for people with a disability 	
	Delegations	Nil	

**DEVELOPMENT OFFICER
POSITION DESCRIPTION**

<p>Key Responsibilities and Outcomes</p>	<p>1</p>	<p>Development</p>	<ul style="list-style-type: none"> • Identify, cultivate, track, solicit and steward prospects for philanthropic major gifts typically, but not exclusively, in the 4-5 figure gift range, in support of Executive-Dean approved fundraising priorities, and for Faculty-specific donor funded scholarships, using a strategic and proactive approach • Demonstrate exemplary relationship development (developing bespoke cultivation plans utilising phone calls, email, face to face visits, and through writing proposals) and the achievement of personal engagement goals ▪ Writing proposals, and contributing ideas and copy for Faculty newsletters and other communication materials as necessary, including assistance with publicity arrangements on important gifts or appeals, and be an active participant in the planning, execution and review of Faculty fundraising-related programmes and events ▪ Supported by the Manager, Research and Due Diligence, undertake proactive prospect research to support own major gift cultivation activities ▪ With the approval of the relevant Executive Dean, identify and develop specific fundraising requirements and opportunities for the Faculties ▪ Devise and implement a small number of strategic events annually to build understanding and promote and opportunities to stakeholders to support Faculty fundraising priorities ▪ Supported by the Manager, Regular Giving, implement localised regular giving (appeals) initiatives with the objective of acquiring new donors and retaining and upgrading existing donors to Faculty fundraising priorities ▪ Work closely with the Donor Relations team to contribute to and implement stewardship practices to ensure all donors to Faculty projects are appropriately recognised ▪ Work with the Faculties and Schools to ensure they are aware of and complying with the University's Giving Policy and associated procedures, including providing advice to Schools on the handling and stewardship of Prizes ▪ Ensure database records are kept up to date showing contact, cultivation and solicitation activities for past, present and potential donors ▪ Maintain knowledge of current tax laws and University Giving Policies and use this knowledge in prospect cultivation, solicitation and stewardship as appropriate. Adhere to all Branch protocols.
---	----------	--------------------	---

**DEVELOPMENT OFFICER
POSITION DESCRIPTION**

	2	Stakeholder Relations	<ul style="list-style-type: none"> ▪ Establish strong and effective networks across the University and externally to support the strategic initiatives of the Branch and Faculties ▪ Advocate the advantages of philanthropy and involve Faculty staff and students, alumni, key stakeholders and the broader community, in giving ▪ Actively contribute to building an engagement culture across the University.
	3	Teamwork	<ul style="list-style-type: none"> ▪ Demonstrate commitment to teamwork, the sharing of professional knowledge with team colleagues, and contributing to an environment that inspires all team members to maintain the highest ethical standards in all engagement activities, a culture of sound planning and monitoring of cultivation of prospects and solicitations, and adherence to KPIs
Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> • Plans carefully and sets goals for improving performance • Deals with conflicting demands quickly and calmly • Delivers high quality output • Committed to meeting deadlines even with demanding timeframes.
		Communication	<ul style="list-style-type: none"> • Adapts style and content of communication of ideas and information to match the audience • Uses appropriate communication methods for effective interactions with a preference towards personal interactions • Is persuasive and confident in communicating ideas • Uses high-level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood • Negotiates win-win outcomes by exploring different positions and building consensus.
		Continuous learning	<ul style="list-style-type: none"> • Develops and maintains personal and professional competence • Identifies personal development needs and pursues self development through training and education • Turns mistakes into challenges and opportunities for learning • Undertakes regular review of work practices to identify areas for improvement.

**DEVELOPMENT OFFICER
POSITION DESCRIPTION**

		Flexibility and Adaptability	<ul style="list-style-type: none"> Shows flexibility in coping with multiple and changing priorities Adapts to changes in environment and work demands, working effectively with a variety of situations and people
		Leadership	<ul style="list-style-type: none"> Takes action to develop personal qualities and skills to manage work pressures and work towards a work/life balance Manages his/her emotions effectively within the workplace context Leads projects in area of responsibility Displays a confidence in own ability and a willingness to continually develop own skills and knowledge Portrays the organisation and work area in a positive manner.
		Relationship Building	<ul style="list-style-type: none"> Shows tact and diplomacy in dealing with people Builds rapport by making informal contacts in own and other work areas Builds trust in relationships through maintaining confidentiality and keeping commitments.
		Service Focus	<ul style="list-style-type: none"> Takes personal responsibility to resolve enquiries, requests or complaints.
		Strategic Thinking	<ul style="list-style-type: none"> Supports others in discrimination between important and essential activities Identifies the broader impact of problems in own work area and acts to minimise or address these Understands the contribution of operational actions to the strategic goals.
		Teamwork	<ul style="list-style-type: none"> Accomplishes shared goals through accepting joint responsibility Supports team members to achieve their goals by sharing workloads Actively participates in team meetings through sharing ideas and contributing to discussions Exercises tact, tolerance and humour to promote team harmony.

**DEVELOPMENT OFFICER
POSITION DESCRIPTION**

	<p>Knowledge and Experience</p>	<p><i>Essential</i></p> <ul style="list-style-type: none"> ▪ Demonstrated knowledge and proven personal success in the fundraising domain ▪ Demonstrated success in attracting gifts at, or above, the 4-5 figure gift level from individuals and organisations ▪ A well-developed capacity for effectively managing relationships ▪ Demonstrated high level written, verbal and electronic communications skills capable of inspiring others, building trust and persuading them to commit to a cause ▪ Demonstrated high level engagement skills ▪ Demonstrated ability to deal with confidential and sensitive matters ▪ Demonstrated experience in providing a high level of pro-active customer service to internal and external stakeholders <p><i>Desirable</i></p> <ul style="list-style-type: none"> ▪ Demonstrated success in the face to face solicitation of significant level gifts ▪ Track record of securing and stewarding significant level gifts from companies and/or philanthropic Trusts and Foundations ▪ Sound knowledge of the Australian Higher Education sector desirable
	<p>Qualifications</p>	<ul style="list-style-type: none"> ▪ Tertiary qualifications (desirable) and relevant experience (essential)
<p>Occupational Health, Safety and Welfare Requirements</p>		<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.

**DEVELOPMENT OFFICER
POSITION DESCRIPTION**

<p>University Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 	
<p>Approvals: Head of School / Branch Manager</p>	<p>Head of School / Branch Manager Name: Signature: Date: / /</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	