

**DIRECTOR, ADVANCEMENT  
POSITION DESCRIPTION**

<b>Position Title:</b>	Director, Advancement	<b>Position Number:</b>	<b>Faculty/Division:</b> Vice-Chancellor and President
<b>Classification:</b>	Senior Manager, Level 1	<b>No. Direct Reports</b> 5 <b>&amp; Highest Classified Position:</b> HEO10	<b>School/Branch:</b> External Relations
<b>FTE:</b> 1.0	<b>Reports to:</b> Vice-President, External Relations	<b>Fixed</b> x <b>Continuing</b>	<b>Discipline/Unit:</b> Advancement
<b>Position Summary:</b>	<p>The External Relations Portfolio comprises two units i.e. Advancement Office and Partnerships and Corporate Relations Office. The Portfolio has been created to develop and foster partnerships and links with business, government, alumni and the community and to optimise the effectiveness and efficiency of external relations activities, including media and external relations communications, within one portfolio.</p> <p>The Director, Advancement is responsible for the overall leadership, management and strategic direction of the Advancement Office and for ensuring the required outcomes are achieved by all staff in the Office. This is an executive position which is responsible for leading the planning and implementation of a University-wide campaign, developing advancement programs, developing an integrated Advancement Operational Plan and aligning the advancement activities across the University, particularly in terms of Development and Alumni activities and overseeing all aspects of development (including stewardship and prospect management), alumni relations and the operations areas of the portfolio.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	The Director, Advancement leads the Development, Alumni Relations and Operations teams in the delivery of the fundraising and development programs and initiatives (e.g. a University-wide Campaign) as well as the Alumni Relations activities for the University	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Director, Partnerships and Corporate Relations and Managers across the Portfolio</li> <li>• Deputy Vice-Chancellors and Vice-Presidents</li> <li>• Executive Deans</li> <li>• Heads of Academic and Administrative Units</li> <li>• Alumni</li> <li>• Donors and Prospect Donors</li> <li>• Australian Universities (and in particular the Group of Eight)</li> </ul>	
	<b>Special conditions</b>	<p>Work out of standard hours as required</p> <p>May be required to travel interstate and overseas</p> <p>Reasonable workplace adjustments will be made for people with a disability</p>	
	<b>Delegations</b>	Relevant HR and Financial delegations prescribed to the position	

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<p><b>Key Responsibilities and Outcomes</b></p>	<p><b>1</b></p>	<p><b>Management and Leadership of the Advancement Office</b></p>	<ul style="list-style-type: none"> <li>• Ensure the effective and efficient operations of the Development, Alumni Relations and Operations teams and that staff receive the necessary training and development to undertake their roles effectively</li> <li>• Provide advice to the Vice-Chancellor and President and the Office on University policies and procedures relating to Development, Alumni Relations and Operations</li> <li>• As a member of the Portfolio Executive team, actively contribute to building an advancement and partnerships culture across the University</li> <li>• Lead the development and communication of all strategies, frameworks, policies and procedures relating to the effective management and delivery of development and alumni activities across the University which are aligned to the University's Strategic Plan</li> <li>• Lead the development and implementation of the Advancement Operational Plan, ensuring alignment to the University's Strategic and Operational Plans</li> <li>• Ensure the Advancement Office maximises the use of relevant and available resources</li> <li>• Work collaboratively with the Director, Partnerships and Corporate Relations to develop mutually complementary operational plans and clear communication strategies</li> <li>• Ensure the effective management of all staffing matters relating to the Advancement Office</li> <li>• Participate as a member of the executive team and support the development, implementation and review of frameworks, policies and procedures relating to External Relations</li> <li>• Be the Practice Leader for all advancement activities, working collaboratively with peers on the management of all prospect donors</li> <li>• Represent the Portfolio on University Committees and Working Parties and externally as required, acting as a credible advocate for the University and the Portfolio</li> </ul>
	<p><b>2</b></p>	<p><b>Development</b></p>	<ul style="list-style-type: none"> <li>• Develop and implement an integrated operational plan encompassing fundraising, alumni relations and the portfolio support areas</li> <li>• Lead the planning and implementation of a University-wide Campaign</li> <li>• Lead a large portfolio of philanthropic and other major prospective donors</li> <li>• Build the development capability within the Office</li> </ul>

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		<ul style="list-style-type: none"> <li>• Ensure the provision of well researched information and advice that facilitates effective engagement with influential alumni and prospective donors</li> <li>• Work collaboratively with the Faculty Executive Deans and Vice-Presidents to identify advancement opportunities and to review the current activities</li> <li>• Advocate the advantages of philanthropy to the University, its Alumni, key stakeholders and the broader community</li> <li>• Ensure the development activities comply with professional standards and relevant legislation and guidelines</li> </ul>
<b>3</b>	<b>Alumni Relations</b>	<ul style="list-style-type: none"> <li>• Lead the development and implementation of a strategic Alumni Relations Plan which is aligned to the University's Strategic Plan</li> <li>• Provide advice to the Vice-Chancellor, Vice-President, External Relations, Faculty Executive Deans and senior management on all aspects of the University's Alumni Program</li> <li>• Provide advice and support to the Chair of the Alumni Council on all aspects of the management of the Association's functions and resources and on relevant aspects of the University Alumni activities</li> <li>• Lead the University's Alumni Relations activities and ensure that all publications and events meet the agreed standards</li> </ul>
<b>4</b>	<b>Operations</b>	<ul style="list-style-type: none"> <li>• In conjunction with Technology Services, ensure the Alumni and Development database system is maintained and any upgrades are within the agreed timeframe and within budget</li> <li>• Work with the University users of the data base system to ensure that they understand the system and the need to comply with all relevant policies and procedures</li> <li>• In conjunction with the Director, Partnerships and Corporate Relations develop performance indicators to measure, evaluate and report on the Operational Plan and any project outcomes</li> <li>• Ensure the effective management of the budget and reporting processes for the portfolio in conjunction with the Financial Services Branch</li> </ul>
<b>5</b>	<b>People Management</b>	<ul style="list-style-type: none"> <li>• Ensure effective people management and mentoring of direct reports and as appropriate, their teams to enable the Advancement Office to deliver its services as effectively and efficiently as practicable</li> <li>• Ensure effective people management, training and mentoring of direct reports to</li> </ul>

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			<p>enable the team to deliver its services effectively and efficiently as practicable</p> <ul style="list-style-type: none"> <li>• Ensure timely completion of PDRs including development plans for direct reports and provide ongoing feedback on their work performance</li> </ul>
<b>Criteria</b>	<b>Leading @ Adelaide Capabilities and Behaviours</b>	Strategic Thinking and Acting	<ul style="list-style-type: none"> <li>• Translates the University strategy into realisable goals for own area</li> <li>• Sets priorities for turning strategy into action and co-ordinates the necessary resources to implement the plan</li> </ul>
		Exemplifying Personal Drive and Integrity	<ul style="list-style-type: none"> <li>• Demonstrates and promotes the University values in all interactions and consistently applies organisational, legal and public policy/guidelines</li> <li>• Treats people fairly and equitably and is transparent in dealings with them. Holds others to high standards of ethical conduct.</li> </ul>
		Fostering Excellence in Learning and Inquiry	<ul style="list-style-type: none"> <li>• Displays an open, curious and non-judgmental attitude regarding differences of opinion</li> <li>• Seeks new insights and innovative ways to address challenges</li> </ul>
		Thinking and Acting as One Team	<ul style="list-style-type: none"> <li>• Generates and promotes collaboration and cross functional projects/initiatives</li> <li>• Assesses the impacts of own decisions on other teams/areas of the University and addresses them with those affected</li> </ul>
		Leading Change Towards Higher Performance	<ul style="list-style-type: none"> <li>• Approaches change in a positive way by seeking out opportunities and responding to ambiguity in a constructive manner. Stays energised</li> <li>• Supports leaders as they transition through the change and maintains own resolve to lead the change through to successful completion</li> </ul>
		Communication with Influence and Impact	<ul style="list-style-type: none"> <li>• Boldly and succinctly articulates a compelling “picture” of what is needed from senior leaders and demonstrates it has been well thought through</li> <li>• Wins respect by making sure relevant stakeholders are listened to and included in communications so a mutually understood position is achieved</li> </ul>

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	<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Substantial demonstrated experience in leading major advancement initiatives particularly in the areas of development, fundraising and alumni relations</li> <li>• Demonstrated ability in requesting and gaining financial support (in particular, securing major gifts) from philanthropic and other donor groups, including industry</li> <li>• Proven experience in training and mentoring staff in the development of fundraising and development skills</li> <li>• Demonstrated experience at executive level and working with Executive teams, Boards / Councils, Elected Members, Alumni and all levels of Government</li> <li>• Demonstrated high level negotiation and engagement skills, including having a consultative and collaborative style</li> <li>• Exceptional written, verbal and presentation skills, capable of inspiring others</li> <li>• Proven capacity to plan and implement strategies for a large and complex organisation</li> <li>• Demonstrated ability to lead, manage and work effectively within a complex and changing environment</li> <li>• Demonstrated ability to deal with confidential and sensitive matters</li> <li>• Sound knowledge of the Australian Higher Education sector preferred</li> </ul>
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Graduate qualifications and extensive relevant experience</li> <li>• Postgraduate qualification preferable</li> </ul>
<p><b>Occupational Health, Safety and Welfare Requirements</b></p>		<ul style="list-style-type: none"> <li>• All Supervising staff are required to implement and maintain the University's OH&amp;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.</li> </ul>
<p><b>University Expectations</b></p>		<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• Perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• Read, understand and comply with all University policies and procedures.</li> </ul>
<p><b>Approvals:</b></p>	<p><b>Vice-Chancellor and President</b></p>	<p><b>Director Human Resources</b></p>

