

# Development Officer (Annual Giving Program)

Division of International and Development



a university for the **real** world<sup>®</sup>

CRICOS No. 00213J



## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand. Our graduates include eight Rhodes Scholars, five of these awarded in the past six years.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

The [QUT Blueprint 5](#) is our institutional strategic plan. It sets out priorities, strategies and key performance indicators to drive greater coherence and coordination of our efforts. Our overall vision for the future is:

- to provide outstanding real world education through physical and virtual learning environments and innovative courses that lead to excellent outcomes for graduates living in a diverse and complex environment characterised by rapid, transformative change;
- to focus on being a globally leading university that delivers solutions to the challenges of today and of the future through high-impact research that spans discipline boundaries and works in partnership with end users, leveraging our deep technological strengths and alignment to the human capital and innovation needs of the global economy;
- to strengthen and extend partnerships with professional and broader communities to build our reputation as a source of knowledge that is applied to real world challenges.

## About the Division of International and Development (I&D)

The Alumni and Development Office develops strategic relationships with community leaders including prominent alumni and provides guidance and assistance to senior management and key researchers at QUT to raise funds in Australia and overseas for the development of QUT's teaching, research and community outreach activities.

The QUT Philanthropy Team enjoys the honourable task of connecting benefactors with the people and the projects in need of philanthropic support. Making and maintaining those connections requires empathy, patience and utmost professionalism. The successful candidate will be joining a team of dedicated specialists who enjoy and understand the value of facilitating philanthropy at QUT.

## About the Position

The Development Officer, Annual Giving is an integral part of the Alumni and Development Office and in consultation with the Philanthropy Manager will lead a comprehensive annual giving program to achieve annual financial goals for university fundraising priorities. This position organises, plans and implements programs to secure annual gifts from QUT constituents including Alumni, community members and staff in support of the University's funding priorities. The Development Officer, Annual Giving will be responsible for coordinating the annual appeals, phone campaigns, QUT Giving Day and Staff Giving program. The Development Officer, Annual Giving will also oversee the new Student Giving initiative.

In addition, the position will foster the growth of best practices in the supporting areas of gift processing, data management and donor relations as related to annual giving and the University as a whole. The University has a keen appreciation for the foundation of annual giving as the enabling component of successful major and gift planning programs.

This position works closely with alumni and fundraising staff within the Alumni and Development Office. The Development Officer,

Annual Giving also works closely with a number of staff members including Executive Deans, senior, professional and academic staff members from across the University. From time-to-time the Development Officer, Annual Giving will also have the opportunity to attend fundraising and alumni events or be involved with the other Alumni and Development Office projects.

This position reports to the Philanthropy Manager for supervision, workload management and for Performance Planning and Review (PPR).

#### Key responsibilities include:

- Design and implement a three year Annual Giving Program for all areas of individual giving including:
  - Staff Giving
  - Student Giving
  - Alumni Giving
  - QUT Giving Day
- Develop a coordinated matrix of communication and solicitation strategies involving email, direct mail, phone/mail, volunteer engagement, all focused on shaping a sustainable tradition of annual support.
- Coordinate annual and staff giving activities with the relevant fundraising team members to identify major gift and bequest potential donors.
- Manage the Staff Giving Committee, its program of activities and calendar of events, including the annual Staff Giving Morning Tea.
- Use the university CRM proficiently, including the updating of donor, alumni and staff details and production of reports and queries to assist with the functions of the position.
- Play an active role within the Alumni and Development Office team in helping to develop strategies and relationships that further advance the University.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

#### Real World Capabilities

To deliver on QUT's global, collaborative and connected vision requires a workforce that embodies the following capabilities:

- Agility and openness to change
- Connectivity and collaboration (intra and inter-disciplinary)
- Cultural inclusion

- Digital literacy
- Future-focused thinking (strategic, innovative & design and entrepreneurial)
- Global in intent and reach
- Leadership of strategy, action and others
- Performance and resource management

#### Type of appointment

This appointment will be offered on a fixed-term, full-time basis for twelve months.

#### Location

Gardens Point campus.

## Selection Criteria

1. Education, training and/or relevant experience to completion of an undergraduate degree with at least four years relevant experience in fundraising, public relations, marketing or similar.
2. Demonstrated experience with the management of appeals, campaigns and/or events with the ability to complete tasks within established timeframes and budgets.
3. Demonstrated high-quality communication skills including experience in developing and managing direct mail and e-mail campaigns and appeals, website and social media communication materials, producing letters and reports and the creation and production of high-quality copy and marketing materials.
4. Demonstrated high-level interpersonal skills with the ability to liaise, consult and negotiate with stakeholders including senior, professional and academic staff members and students.
5. Demonstrated strong analytical database skills and understanding of relational database(s).
6. Demonstrated ability to work effectively as part of a team and to work autonomously with limited supervision to achieve outcomes.

#### Desirable

1. Experience in the tertiary education sector, preferably in the area of fundraising, relationship management or business development.

### Remuneration and Benefits

The classification for this position is Higher Education Worker Level 7 (HEW7) which has an annual remuneration range of \$98,586 to \$107,841 pa. Which is inclusive of an annual salary range of \$83,307 to \$91,127 pa, 17% superannuation and 17.5% recreation leave loading.

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

### Information for applicants

The position is open to applicants who have unrestricted work rights in Australia for the duration of appointment. Aboriginal Australians and Torres Strait Islander people are encouraged to apply.

Applicants who reach the final stage of the selection process will be expected to undergo a check of their criminal history. Those matters which do not have an impact on the inherent requirements of the position will not be taken into consideration. Applicants will be provided with an opportunity to discuss the outcome of the check before a decision on appointment is made.

For further information about the position, please contact Margo Powell, Philanthropy Manager on (07) 3138 7523; or for further information about working at QUT contact the HR Department on (07) 3138 4104.

### How to Apply

For further information and to apply, please visit [www.qut.edu.au/jobs](http://www.qut.edu.au/jobs) for reference number **18517**.

When applying for this position we encourage you to upload your response to the selection criteria.

**Applications close 19 August 2018**