



## Advancement Researcher

Office of Advancement

- **Continuous, full time position**
- **H0606 | \$75k-\$81k plus 17% employer superannuation contributions**
- **Salary Packaging opportunities**
- **Ref: 0883A05/202198**

The Office of Advancement at Murdoch University is responsible for alumni relations, philanthropy and the newly formalised Advancement Operation unit. Advancement Operation is responsible for supporting and influencing the strategic plans and day-to-day operations of the Office of Advancement through expert information management, data mining and analytics, gift processing and stewardship, prospect research and management, and reporting. As a newly formalised unit, it is also responsible for establishing principles, adherence to guidelines and applying best practice and systematic solutions to minimise risk, and optimise Advancement's operations.

### The Role

The Advancement Researcher is an excellent opportunity for an enthusiastic, fastidious and analytical professional to assist in the development of a comprehensive prospect research program. Under a broad direction from the Manager, Advancement Operations, this role will be responsible for developing the constituents' records into a comprehensive source of information, producing various profile reports and generating critical insights of new prominent alumni and potential donors.

### Skills and Experience

The preferred candidate will have:

- A degree with subsequent relevant experience in journalism/market research/information management or an equivalent combination of relevant experience and/or education/training.
- Demonstrated the use of rigorous logic and methods to solve problems with effective solutions, with an ability to look beyond the obvious and to not stopping at the first answers.
- Demonstrated ability to analyse and organise information to identify patterns and tendencies with a high level of attention to detail.
- Exceptional communication and interpersonal skills, with demonstrated ability in meeting the expectations and requirements of internal and external clients and in establishing and maintaining effective relationships.
- Demonstrated ability to orchestrate multiple activities at once as a way to prioritise workload in meeting strict deadlines and competing demands.

### Desirable

- Experience working in a University or not-for-profit environment.

Applicants should refer to the Position Description for further detail on the duties, skills and experience required for this role.

### For more information or to apply:

Please visit <http://jobs.murdoch.edu.au/> to view the Guide for Applicants and Position Description. Here you will also find the online form to submit your application. Please note that emailed applications will not be accepted.

Please note visa sponsorship is not available for this position.

Murdoch University values workplace diversity, promotes inclusion, and strongly encourages applications from Aboriginal and Torres Strait Islanders, women, and individuals with disability. Applicants who have support or access requirements, are encouraged to advise this at the time of their application, to ensure appropriate assistance is provided throughout the recruitment process.



Murdoch  
UNIVERSITY

Position contact: Anneke Burlinson,  
Advancement Operations at [Anneke.Burlinson@murdoch.edu.au](mailto:Anneke.Burlinson@murdoch.edu.au). Manager

**Closing date:** 8 March 2019 (11:59pm)