



**MACQUARIE**  
University

## **Development Officer Advancement | Macquarie University**

- Join our dedicated and passionate Advancement team
- Help turn ideas into world changing research
- Salary from \$92,143 - \$99,903 p.a. (HEW 7), plus 17% employer's superannuation and annual leave loading

### **The Role**

At Macquarie, we know that when we all work together, we multiply our ability to achieve remarkable things. You are an important addition to that. You will contribute to the Advancement team's ability to substantially grow the University's philanthropic income, through cultivating and managing relationships with current donors and mid-level prospects.

Reporting to the Senior Manager, Major Gifts, you will manage a portfolio of around 100 mid-level donors and triage prospective mid-level to major gift donors on behalf of the team. You will also support mid-level to major donor visits to the University, including researching and drafting briefing documents.

### **About You**

You will have experience working in a fundraising or sales capacity, ideally within higher education, however you might be looking to move into this space. Your passion for making a difference will be what matters.

Key to your success in this role is your confidence and skill when networking and building relationships. You are also comfortable working independently and have the ability to develop briefing documentation.

Join us at Macquarie and multiply your potential for success. [That's you to the power of us.](#)

### **About Us**

It is an exciting time to join our Advancement team as we progress our Campaign build. This role is being recruited along with additional fundraising roles.

Macquarie is a university engaged with the real and often complex problems and opportunities that define our lives. Since our foundation 54 years ago, we have aspired to be a different type of university. Over the years, we've grown to become the centre of a vibrant local and global community. Connect with us today.

## To Apply

*To be considered for this position, please apply online and attach your resume and a separate cover letter. The selection criteria are as follows:*

1. Degree and/or equivalent experience in a related discipline.
2. Working in fundraising, or sales, including cultivating and soliciting low to mid-level gifts.
3. Awareness of and sensitivity to a diverse range of stakeholders.
4. Identifying and building opportunities.
5. Building relationships with internal and external stakeholders.
6. Writing briefing documentation.

*Out of hours work and domestic travel will be required for this position.*

**To apply and view the position description please go to:**

<http://jobs.mq.edu.au/cw/en/job/505402/development-officer>

**Specific Role Enquiries:** Gemma Elliott, Senior Manager, Major Gifts at [gemma.elliott@mq.edu.au](mailto:gemma.elliott@mq.edu.au)

**General Enquiries:** Sarah Rowsell, HR Consultant at [sarah.rowsell@mq.edu.au](mailto:sarah.rowsell@mq.edu.au)

**Applications Close:** 21 February 2019

**Location:** Macquarie University, 58 Waterloo Road Office

*Macquarie University is committed to [Equity, Diversity and Inclusion](#). We value individual difference and recognise the strength of a vibrant, diverse and inclusive workforce where the backgrounds, perspectives and experiences of our staff are a driving force for collaboration, innovation and impact.*

*We work to ensure genuine equality of opportunity for people regardless of their gender, age, cultural background, sexual orientation, gender identity, disability and/or family status, and we encourage you to apply for a position at Macquarie University.*

