



## Ref 2024/24 Development Assistant, Office of Engagement and Advancement

- **Full-time, fixed-term position until 18 March 2027**
- **Remuneration: \$87,412 to \$93,061 p.a. | Includes 17% Superannuation**
- **Based at Western's Parramatta South Campus**
- **Unlock your potential with WSU: Benefit from flexible work arrangements, work from home options (up to 2 days per week), professional development opportunities and more!**

### **About Western**

Western Sydney University is a modern, forward-thinking, research-led institution committed to excellence in education, research, and community impact. We are proud to be ranked in the top 2% of universities worldwide and hold the top position in the Times Higher Education Impact rankings, with 85% of its research being at or above world standard. At Western Sydney University, we recognise that unlocking your true potential is the key to your success, just as we do for our students. Our core values - Boldness, Fairness, Integrity, and Excellence – serve as guiding principles for our organisational culture and influence the work we do. With a team of 3,000 dedicated staff members, we foster a dynamic, inclusive, and innovative culture deeply rooted in research and dedicated to student-centred excellence. It's the perfect environment for you to thrive professionally. If you are a dedicated and forward-thinking professional seeking a career that can make a meaningful difference, we invite you to discover the abundant opportunities, innovation, and impact that await you at Western Sydney University.

### **About the Office of Engagement and Advancement**

The Office of Engagement and Advancement leads activity and strategy to develop philanthropic fundraising revenue, engaging with various University stakeholders and fostering relationships for the University. It works to ensure that a strong culture of philanthropic giving advances its teaching, learning and research agendas.

The Office of Engagement and Advancement provides leadership and advocacy to the University's Executive, Foundation Executive, UWS Hawkesbury Foundation Board and the University's staff and students on issues and strategies that affect the University's opportunity to raise funds through donations.

### **About the Role**

Join our Office of Engagement and Advancement team, where we are deeply committed to fostering philanthropic growth and cultivating meaningful connections within our University community. We are currently seeking a dedicated Development Assistant to provide critical support in our Donor Relations and Advancement Services endeavours.



As part of our Donor Relations and Advancement Services team, you'll play a pivotal role in nurturing relationships with donors, ensuring ongoing support for our university's vital programs.

Working closely with the Development team and the Donor Relations team, and under the direction of the Annual Giving Manager, you will coordinate and assist with activities and events that strengthen and manage the University's relationships with our donors through specialised and frequent contact including acknowledging, thanking, reporting and recognising donors for their gifts and demonstrating the impact of their giving on the University's students, staff and researchers - with a particular focus on scholarships and financial reconciliation.

If you're a talented administration professional with a flair for creativity, experience in donor, alumni or customer relations, we encourage you to apply and use your skills to make a real difference in advancing our university's mission.

This is a full-time, fixed-term position until 18 March 2027. The position is based at Western's Parramatta South Campus, although travel to other campuses of the University may be required. Please review the position description for further information.

### **Key Responsibilities**

The main responsibilities of the role include:

- **Business Development Support:** Contribute to the development of policies and procedures for implementing scholarships, prizes, and research, support the development and implementation of streamlined donor stewardship processes, and participate in strategic planning and initiative development.
- **Administrative Services:** Provide high-level customer service, coordinate stewardship collateral, maintain sensitivity to confidentiality and privacy issues, and assist in the recognition, administration and reconciliation of donations for scholarships, research, and prizes.
- **Business Analysis:** Regularly analyse activities and processes to ensure efficiency and effectiveness.
- **Records Management:** Assist in maintaining donor records, participate in data cleansing and spot-checking, and ensure compliance with appropriate records management processes.
- **Stakeholder Management:** Develop and foster positive working relationships with key internal and external stakeholders to support the initiatives of the Office of Advancement.
- **Event Support:** Provide assistance, as needed, for Office of Advancement events and functions.



### **About you**

The successful candidate will have an undergraduate degree or an equivalent combination of relevant work experience and/ education and training. Experience in communications, marketing, administrative and office functions in a higher education or fundraising environment will be highly regarded. Applicants must have strong computing skills in Microsoft software including; accurate word processing, spreadsheets, PowerPoint, email and database experience. Any prior experience using the Raiser's Edge donor relationship management database would be advantageous.

If you're a talented administration professional with a flair for creativity, experience in donor, alumni or customer relations, we encourage you to apply and use your skills to make a real difference in advancing our university's mission.

### **Culture**

Western Sydney University highly values equity and inclusiveness. We have a proud history of doing so and consider this an important part of our social and civic responsibilities as a University. We strive to contribute to tackling inequalities and promoting wellbeing within our own institution, the Greater Western Sydney region, nationally and internationally. If you share our passion for creating a more equitable and inclusive world, and if you are ready to contribute to meaningful change, join us in our mission to promote equity, inclusiveness, and wellbeing

### **What We Offer in Return**

At Western Sydney University, we deeply value our staff and recognise their invaluable contributions that drive our mission and uphold our values. In return for your dedication, we offer:

- Flexible work arrangements & Work from home options (up to 2 days per week)
- Professional development opportunities
- Multi-Campus opportunities
- Access to staff benefits – e.g. health and fitness programs such as fitness passport, café and restaurant deals, and many other goods and services

If this sounds like an opportunity for you, we want to hear from you! Apply now ensuring you carefully address each of the selection criteria in your application. Don't miss this chance to work at Western Sydney University, where every day is an opportunity to make a difference!

**Remuneration Package:** HEW Level 4 \$87,412 to \$93,061 p.a. (comprising Salary of \$73,864 to \$78,638 p.a., plus Superannuation and Leave Loading)

**Position Enquiries:** Please direct specific enquiries regarding the role to Ray Villarica via email [r.villarica@westernsydney.edu.au](mailto:r.villarica@westernsydney.edu.au)



**Recruitment Enquiries:** Specific enquiries or issues with your application may be directed to the Recruitment Team at [recruitmentpartnerships@westernsydney.edu.au](mailto:recruitmentpartnerships@westernsydney.edu.au)

**Closing Date:** 8:30pm, Wednesday 24th July 2024

### **Working Rights in Australia - Eligibility**

You must provide evidence of your fulltime working rights in Australia at time of application.

***Please note, only those applications submitted via the WSU online recruitment system will be accepted.***

[Click here to view the Position Description](#)

## How to Apply:

- Start your application by clicking the "begin" button.
- [Login to an existing account](#) or [reset your password](#)
- [Preview Application Form](#)

Western Sydney University is committed to diversity and social inclusion. Applications from people of culturally and linguistically diverse backgrounds; equity target groups including women, people with disabilities, people who identify as LGBTIQ, and people of Aboriginal and Torres Strait Islander descent are encouraged.

*If you require assistance in using the System, please email [recruitmentpartnerships@westernsydney.edu.au](mailto:recruitmentpartnerships@westernsydney.edu.au) or phone the Recruitment Helpline on (02) 9852 5422. Please note, we do not accept applications for roles to the [recruitmentpartnerships@westernsydney.edu.au](mailto:recruitmentpartnerships@westernsydney.edu.au) email. This site is optimised for all the latest browsers including Edge, Safari, Firefox and Chrome. Note that earlier versions of any of the browsers mentioned are supported, but likely to demonstrate slower response times.*

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