

POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE: Manager, Fundraising and donor Relations **POSITION NUMBER:** 50025556

CLASSIFICATION/LEVEL: Higher Education Officer Level 8 (HEO8)

MODE OF EMPLOYMENT: Fixed-term (3 years) **TIME FRACTION:** Full-time

REMUNERATION: This position attracts a remuneration package of \$79,925 to \$91,810 per annum which includes 17% superannuation. The salary component is \$68,312 to \$78,470-per annum. The remuneration and benefits will be *pro-rata* for part-time or fractional appointment.

FACULTY/ADMIN UNIT: Office of the Vice-Chancellor

SCHOOL: La Trobe University Foundation **COST CENTRE:** 9071

CAMPUS/LOCATION: Bundoora

RESPONSIBLE TO: Executive Officer, La Trobe University Foundation (LTUF) **SUPERVISOR'S POSITION NUMBER:** 50009729

POSITION NUMBERS THAT REPORT THROUGH THIS POSITION:

WORKING WITH CHILDREN CHECK REQUIRED: No

SAP ACCESS: Resource Manager of Faculty or Major Budget Area

POSITION SUMMARY

Background:

La Trobe University was established in 1964 with a distinct mission:

- To serve the community through the relevance and inclusiveness of its research and teaching;
- To make knowledge available for the benefit of all;
- To promote critical enquiry within the University and general community; and
- To produce graduates who are rounded citizens as well as trained professionals.

The La Trobe University Foundation's purpose is to enhance social investment and strengthen the financial capacity of the University through the loyalty and generosity of its supporters.

The La Trobe University Foundation (LTUF) works closely with the La Trobe community (alumni, staff, business leaders, parents, families and friends) to identify, develop and implement strategies to foster engagement and attract philanthropic and corporate support for the University's campuses, faculties, departments, schools and research institutes.

Annual Giving is responsible for the planning, implementation and assessment of a significant growth area for unrestricted annual support, primarily from alumni but also from other funding sources through measured, quantitative and qualitative steps leading to a consistent growth.

Primary Objectives:

- Develop and manage an annual giving program for La Trobe University that results in a successful stream of projectable, predictable and unrestricted income, primarily resulting from alumni support, and incorporating strategies and plans such as direct mail, telephonic campaigns, reunion giving, family giving, friends giving and student giving;
- Construct stewardship programs as needed as part of the Annual Giving Program;
- Develop donor information, profiles and proposals.

DUTIES AND RESPONSIBILITIES

The occupant of this position must be able to:

1. Develop and implement a comprehensive, University-wide annual fund campaign plan.
2. Assist with the development of a functional, appropriate and up to date database for existing and potential annual givers that is operated at all times within required privacy requirements.
3. Develop and implement successful strategies to attract and maintain engagement and support from members of annual giving programs.
4. To work with the Executive Director, Office of the Vice-Chancellor and Executive Officer, LTUF to determine suitable budgets for annual giving activities throughout all campuses.
5. Provide monthly, quarterly and annual reports on activities, outcomes and campaign effectiveness; test and analyse data and initiatives to plan subsequent campaigns.
6. Contribute to the development and assessment of policies and procedures across the operational division and the university that are essential for a comprehensive annual giving program. Provide advice to faculties and departments on best practise and current policy regarding annual giving.
7. Alongside other members of the LTUF, the Manager, Annual Giving will be required to provide leadership and support to nominated groups and committees established through the LTUF to support fundraising projects and campaigns.
8. Undertake other duties and responsibilities identified by the Executive Officer, LTUF or as advised by the Executive Director, Office of the Vice-Chancellor.

SELECTION CRITERIA

Essential Requirements

1. Completion of an appropriate degree or an equivalent alternate combination of relevant knowledge, training or experience.
2. Demonstrated experience in developing and implementing annual giving programs, preferably in the context of successful campaigns or in the face of significant growth requirements.
3. Minimum of five years in applicable experience. Experience with non-profit and/or educational alumni environments preferred.
4. Proven successful experience managing volunteers, students and professionals required. Creativity and understanding necessary for working with a cross-section of ages and experiences.
5. Excellent oral and written communication skills and strong interpersonal skills required. Demonstrated experience in handling confidential matters.

6. Computer proficiency and ability to create and interpret financial and management reports.

Desirable Attributes

1. The position is based at the Bundoora Campus with requirement to travel to other La Trobe locations or off-site locations.
2. Attendance at after hours functions and activities may be required from time to time.

APPLICATION DETAILS

For further information, or to submit applications:

Philip Mayers or Michelle Hewitt
Silverman Dakin
Ph: 61 3 9629 6999
Email: cv@sildak.com.au

CLOSING DATE FOR APPLICATIONS: Close of Business,

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

People and Culture Use Only

Date confirmed: 26/07/09 Initials CW