JOB PROFILE TITLE	**Development Associate - HEO6**
JOB PROFILE ID	**P_DD_DPA_HEO61501_CAT15196**
JOB CATEGORY	**Professional**
JOB FAMILY	**Development and Donor Relations**
COMPENSATION GRADE	**HEO6**
MANAGEMENT LEVEL	**19 Individual Contributor**

JOB PROFILE SUMMARY

Develop and implement broad-based fundraising programs to support University programs and initiatives.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Development Associate applies skills, experience and basic judgement to resolve day to day issues in relation to development activities. The position resolves more complex service queries under broad supervision, and develops professional knowledge and experience to contribute to the setting and implementation of targets and goals. The position applies existing procedures and is expected to contribute to new practices and guidelines in order to implement new programs. The position will do this with input and guidance from the Director, Major Gifts and is expected to consult and collaborate with other colleagues and stakeholders, both internal and external to the University to achieve outcomes.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	0078682 Director of Development (Science, Technology, Engineering, Mathematics and Business) - Mr Evan Morgan
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

1. With guidance from the Director, Major Gifts, implement a fundraising program to support University programs and initiatives. Develop a portfolio of funding opportunities including identifying viable funding opportunities (including gifts made in perpetuity) at all levels. 2. Work collaboratively with faculties and professional service units to implement funding opportunities for programs and initiatives. Identify academic champions and leaders to participate in fundraising. 3. Identify and manage a portfolio of prospective individual donors, corporate donors, Foundations and Trusts 4. With the support of the Director, Major Gifts, implement individual plans to cultivate and solicit prospects to make a gift to the University. 5. As required, accompany academics from across the University to meet with potential donors and undertake an agreed number of fundraising meetings with prospects each month. Write and record contact reports 6. Under the direction and with the guidance of the Director, Major Gifts, identify, prepare and submit an annually agreed number of compelling written proposals that request prospective donors to make a major gift to the University 7. As requested by the Director, Major Gifts, produce, review, highlight, and summarise development related reports and correspondence received, and initiate approved action as appropriate 8. Ensure approaches to major prospects and solicitations are coordinated across the portfolio and with the central Development Office, including Development staff based in faculties and other units. 9. Ensure existing donors are well-stewarded and appropriately recognised by the University. Work with the colleagues in Development, Alumni Relations and Donor Relations to ensure stewardship efforts are of the highest quality, and well-coordinated. 10. Work with Advancement Services and other staff to maintain relevant, detailed and up-to-date information on donors and prospects, as well as reports to support effective fundraising. 11. Work with the University of Sydney Development Office and other unit-based fundraisers to meet the University's proposed nine-figure campaign goal, whilst building long-lasting relationships with donors and prospective donors. 12. Other appropriate duties as directed

EDUCATION

Education	Required
Relevant University degree or extensive relevant experience and applicable qualifications.	X

CERTIFICATIONS

Certificate	Required
Not applicable - specific certification requirements may apply to an individual positions under this job profile - No Issuer	

SKILLS

Skills	Required
Demonstrated ability to manage complex and diverse relationships required to operate effectively in a large organisation with multiple stakeholders and to build relationships with strategically important external individuals and corporations.	X
Demonstrated ability to work independently and exercise appropriate initiative in coordinating programs as well as collaboratively as part of a team, under broad direction from senior management.	X
Demonstrated project management skills and a proven ability to prioritise workload and work consistently within a results-driven environment and to meet deadlines.	X
Outstanding interpersonal, oral and written communication skills and an ability to appropriately deal with confidentiality and privacy issues associated with development and donor relations activities.	X
Strong analytical skills and an ability to research, formulate and present high-level oral briefing.	X
Understanding of the mission and critical issues facing large, research-driven universities.	X

Work Experience

Work Experience	Required
Experience in a fundraising/development environment.	
Experience in business development and consultative selling techniques with an ability to achieve monthly activity targets as a key metric of performance and annual performance targets (dollars raised).	X
Has previously worked in a large and complex, multi-faceted organisation.	X