

<b>Position Title</b>	Advancement Manager
<b>Group/Portfolio</b>	Advancement
<b>Classification</b>	HEW 8
<b>Position Number</b>	00059707
<b>Reports To</b>	Senior Development Manager
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

The position will provide leadership and strategic advice on the development and implementation of a fundraising strategy with a focus on major gifts and bequests.

## 2.0 Eligibility Requirements

- Tertiary qualifications in fundraising, marketing or a relevant discipline and/or an equivalent combination of relevant experience, education and training.

## 3.0 Key Responsibilities

- Design and implement approved strategic fundraising plans that support the key priorities aligned with the University's Strategic Plan.
- Grow the number of prospects and major gift donors by providing strategic advice and assistance to Group PVC, Dean Research, Heads of Schools and key academics to identify, build and maintain relationships with VIP prospects and donors locally, regionally and globally.
- Meet or exceed fundraising goals or other performance indicators and actively monitor progress through the use of pipeline and activity reports.
- Ensure the donor database is up to date and accurate with donor and prospect information to ensure timely and accurate reporting.
- Raise awareness and knowledge about philanthropy with internal / external stakeholders and volunteers through effective communication, mentoring or education.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Demonstrate the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).