



## Position Description – Development Officer, Philanthropy

### Position Details

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<b>Position Title:</b>	Development Officer, Philanthropy
<b>Position Number:</b>	NEW
<b>College/Portfolio:</b>	International and Engagement
<b>School/Group:</b>	Philanthropy and Public Engagement
<b>Campus Location:</b>	Based at RMIT University's city campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 5
<b>Employment Type:</b>	Ongoing
<b>Time Fraction:</b>	1.0

### RMIT University

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[UPDATE] RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous

and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the Kulin Nations.

### **Position Summary**

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The Development Officer is responsible for supporting the fundraising team to build and maintain productive and positive relationships with donors and internal partners. The Officer will be involved in all administrative aspects of fundraising including donor relationship management, stewardship-activities, data management, and gift implementation. The role will work closely with the fundraisers to ensure that all gift obligations are met. As an integral member of the philanthropy team, the Development Officer will coordinate initial enquiries, receipt and acknowledge donations, support key donor and prospect events and work with internal stakeholders to effectively manage donations in line with donor wishes and best fundraising practice.

This role requires an enthusiastic, motivated individual with a can-do attitude and exemplary customer service. The Development Officer needs to be flexible and adaptable, positive, tactful, collaborative and resourceful.

### **Reporting Line**

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Reports to: Senior Philanthropy Specialist Direct reports: Nil

### **Organisational Accountabilities**

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

### **Key Accountabilities**

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- Support the Philanthropy team to design and implement customised donor engagement programs, activities, events and communications for prospective and existing donors to deepen relationships and develop giving opportunities.
- Triage all enquiries received via the RMIT Giving Line (telephone and email inbox) and ensure that these enquiries are followed up in a timely way.
- Maintain accurate donor records in the CRM, including donor information, acknowledgement details, gift agreements, stewardship plans, etc.
- Establish relationships with internal stakeholders (e.g. scholarships office, schools and colleges) to effectively manage donations in line with donor wishes and best practice.
- Support the Philanthropy team to draft Gift Agreements, proposals and reports, and manage the submission and agreement processes as required.
- Support the Philanthropy team to ensure that all Deed of Gift obligations are met and renewals are managed in a timely way.
- Monitor weekly giving reports and under the supervision of the Senior Philanthropy Specialist, Major Gifts, oversee gift acknowledgement and implementation processes.
- Support the Trusts and Foundation Senior Specialist in the distribution of grant opportunities to researchers and administration of grant portals of specific funders.
- Acts as the team's CRM system administrator and in collaboration with the CRM team, perform regular database maintenance and generate donor lists for communications and reporting purposes.
- Other duties as directed.

**Key Selection Criteria**

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1. Demonstrated experience using CRM software to maintain accurate records and reporting.
2. Strong communication skills for a wide range of audiences with demonstrated attention to detail.
3. Excellent organisational and time management skills, including high attention to detail and ability to manage multiple tasks and competing priorities.
4. Experience in coordinating events such as board room lunches or networking events is highly desirable.
5. Demonstrated experience working in donor engagement and relationship management, knowledge of philanthropy and fundraising best practices and the Australian philanthropic environment. (Desirable)

**Qualifications**

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Relevant qualification and/or extensive relevant experience.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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