

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

EXECUTIVE DUTY STATEMENT

Department: Chief Development Office, Vice Chancellor's Unit
Position title: Chief Executive Officer (CEO), UNE Foundation (UNEF), and;
Director, UNE Office of Advancement,
Reports to: Chair, UNE Foundation on a day-to-day basis
Chief Development Officer
Date: 26 June, 2008

DIMENSIONS OF THE POSITION:

The term-limited (2 years with an option to renew subject to ongoing funds) role of Director UNE Office of Advancement has a dual capacity as (i) CEO of the UNE Foundation and (ii) Director of this university administrative unit of Advancement.

The fundamental purpose of this position is to provide a high level corporate fund raising and entrepreneurial relationship role that will connect the University through the UNE Foundation to new monies, develop its relationships with UNE community stakeholders, major donors, benefactors alumni and partners across a range of industries within Australia and internationally.

The Director, UNE Office of Advancement and CEO UNE Foundation will be located at the UNE Armidale campus.

This role has two facets: the primary objective is to support the UNE Foundation and the secondary role is to support the Chief Development Officer function across the University's alumni, development and Foundation activities.

While reporting to the Chief Development Officer of the University as head of the administrative unit, the UNE Office of Advancement, 75% of the role will be to serve as the Chief Executive Officer, and Company Secretary¹ of the UNE Foundation under the day to day direction of the Chair, UNE Foundation.

The role requires extensive delegated representation on behalf of the Foundation in its capacity as CEO.

POSITION OBJECTIVES:

Director Advancement and CEO of the UNE Foundation will support and lead the:

UNE Foundation (75% of time):

1. In the role as CEO of the UNE Foundation, the position will pro-actively seek out entrepreneurial and philanthropic opportunities across a range of industries consistent with the strategy of the UNE and the focus of the UNE Foundation, in order to develop a reliable income base;

¹ To be confirmed.

2. Serve as the executive officer for the UNEF and to enable the Board of Directors of the UNEF to fulfill their mandate and to achieve the philanthropic goals of the UNEF. The fund raising target for 2008/9 is a minimum \$1.5 million.
3. Seek out any pre-existing entrepreneurial opportunities within the University community by liaising with and developing strong working relationships with UNEF Board members, University Executive, Faculty and School staff.

Office of Advancement (25% of time):

4. Lead the administrative unit of the UNE Office of Advancement in the delivery of services for a) alumni; b) development and fundraising; c) community engagement;
5. Benchmark and implement best-practice outcomes in university advancement, philanthropic activities within the portfolio of Advancement and Foundation
6. Ensure regular reports are available to both donors and the Foundation, relating to support initiatives and the generation and expenditure of funds.
7. Prepare timelines and project plans, which clearly explain to both donor groups (or individual) and the Foundation, significant milestones and agreed KPIs for success.

ACCOUNTABILITY:

This position reports daily as Chief Executive Officer of the UNE Foundation to the UNE Foundation Chair, and is a seconded employee of the UNE reporting ultimately to the Chief Development Officer.

Performance measurement will be by way of Key Performance Indicators (KPIs) against result areas and activities, mutually agreed between the occupant and the UNE Foundation Chair.

DUTIES:

Consistent with the University's Strategic Plan and the objectives of this role, the CEO, UNE Foundation and Director, UNE Office of Advancement, will:

1. Work to the Chief Development Officer and UNE Foundation to pursue philanthropic funds and opportunities that support the University's core strategic academic pursuits as reflected in the current Strategic Plan, prepare and manage fundraising, giving and community engagement campaigns across UNE Foundation, Alumni and Development functions of the UNE Office of Advancement;
2. Develop and maintain close working relationships and networks with all donors, raising the University's profile across the industries, sectors and donors of relevance to UNE's strategic priorities and strengths;
3. Develop best-practice, measurable business / operations plans for the Office and UNE Foundation and prepare, monitor and report on budgets for the UNE Foundation activities in support of the University;
4. Serve as the senior administrative point of contact for the University and UNE Foundation for managing all requests, gifting, donations. In this capacity, the position will assess and progress the requests of donor organisations or individuals, ensuring that the details of the prospective donor are captured within the University's appropriate records / data-bases for future relationship management;
5. Develop and present proposals to donors on behalf of the Foundation, for their involvement in mutually beneficial partnerships;

6. Develop tracking mechanisms to clearly outline the expenditure of funds against donations, preparing regular reports in this regard in addition to reports that show ongoing revenue generation;
7. Preparation of agenda/papers/minutes for and the reporting of, board meetings;
8. Comply with UNE policy and procedures regarding records management;
9. Ensure that UNE policies and procedures relating to equal opportunity, risk management, occupational health and safety and quality assurance, are applied in relation to the responsibilities of this position.

Selection criteria:

1. Demonstrated, proven experience in successful fund raising for large organisations (can include not-for-profit, as well as corporate industry liaisons), ideally within the university or education sector;
2. Extensive business/promotional experience;
3. An understanding of the issues in philanthropic activity for Australian universities;
4. Superior written and verbal communication skills, with extensive and proven successful relationship management/networking and entrepreneurial experience;
5. Excellent research and analytical skills, with demonstrated capacity to provide attention to detail;
6. Proven skills in developing philanthropic or fund-raising strategic and business plans;
7. Demonstrated experience in financial tracking, funds management and the preparation of financial reports suitable for philanthropic and relationship-management activity for actual or potential donors. This would also include financial literacy to assess the financial position of potential donors;
8. Understanding of risk management within a corporate/financial environment;
9. Demonstrated capacity to undertake work independently, be highly organized, self-motivated and possess excellent time management skills.