POSITION DESCRIPTION

Position: Director of Advancement and Executive Director of the Trinity College Foundation

Department: Advancement

Reporting to: The Warden

Directly Supervising: Advancement team

Salary Range: Executive position, attractive salary negotiated with the successful applicant

Contact: Dr Brenda Holt – telephone 03 9348 7520

Date: August 2012

POSITION SUMMARY

Trinity College has had significant success in raising funds to support its strategic goals for scholarships, capital projects and educational endowments that support students across all its programs. It now seeks to renew its fundraising strategy, and to bring it into closer relationship with its publications, events and other aspects of external relations. The Director of Advancement has a unique role in providing leadership for these areas.

The purpose of this position is to direct and coordinate a fund raising, external relations and events program that shapes and supports Trinity’s mission and priorities and expands its community of supporters.

KEY RESPONSIBILITIES

By enhancing a fundraising, communications and events program, and helping shape and support Trinity’s mission and priorities and expand its community of supporters, the Director of Advancement will do the following:

Primary Objectives of Role

- With the Warden, lead all aspects of fundraising and external relations for Trinity College, including the Campaign for Trinity College
- Work with the Warden to set and renew priorities for the Campaign, and to communicate a compelling case for educational philanthropy that will enhance Trinity’s programs and advance its reputation
• Lead and manage an effective Advancement office, including College-wide Communications, with overall responsibility for managing its strategy, operations, finance and staff, and to develop further momentum in fundraising activities
• Meet agreed targets in fundraising
• Develop and execute fundraising strategies to attain established goals and objectives
• Plan and promulgate the production of the College to its stakeholders and the wider public
• Oversee all strategy, operations, finance and staff pertaining to the work of the Advancement office
• Oversee, as Executive Officer, the work of the Trinity College Foundation

Specific Duties include:

The Campaign for Trinity
• Overall administration of the Campaign for Trinity;
• Development of relevant documentation, including a ‘Case Statement’;
• Coordination of all approaches to prospective donor/investors;
• A portfolio of personal approaches to selected leading donors – individual, corporate, Trusts and Foundations;
• Strategic oversight of annual giving
• Coordination of appropriate recognition of donors.

Communications and External Relations
• Ensure there is a seamless sharing of tasks, ideas and resources between the work of Fundraising, Alumni Relations, Marketing and Communications
• Manage, develop and implement the College’s engagement strategy
• Plan, oversee and coordinate the College’s marketing and communications
• Oversight of the writing of Annual Report of the Foundation
• Assist the Warden in the promotion of the College in the wider community
• Editorial oversight of key publications including College and Foundation Annual Reports, College website and Trinity Today
• Liaison with other senior officers of the College concerning publications and promotional materials
• Oversight of College events with public and friend/fund-raising focus

Trinity College Foundation
• Support the Annual Meeting and Executive Committee of the Foundation;
• Ensure compliance with relevant statutory responsibilities;
• Liaise with other College officers and governance bodies regarding investment and related issues;
• Manage recognition of donors in terms of membership of the Foundation.

Stakeholder management
• Assist the Warden in the promotion of the College in the wider community;
• Oversee effective relationships with alumni/ae (the Union of the Fleur-de-lis), current and former parents, and other existing and prospective supporters
• Any other duties appropriate to this position as requested by the Warden.
Support the Annual Meeting and Executive

General
- Maintain or develop effective participation in educational philanthropy networks;
- Undertake other duties as requested by the Warden.

** ORGANISATIONAL RELATIONSHIPS **
- The Director of Advancement reports to the Warden.
- The Director will meet regularly with the Executive Committee of the Foundation (ECOF), which meets in conjunction with the ‘Campaign Cabinet’, a Committee of the Trinity College Board;
- The Director of Advancement will assist the Chairman of ECOF and senior volunteers on matters related specifically to fundraising.
- As a member of the Senior Management Team, the Director of Advancement will work closely with the Warden, Deans and other senior colleagues.
- The Director may attend meetings of the Board and the Council as an invitee.

** SELECTION CRITERIA **

**Essential:**
1. A tertiary qualification relevant to the role
2. An understanding of the educational environment and commitment to the values and ethos of Trinity College
3. Relevant experience in fundraising, stakeholder engagement, communications or a related area
4. Demonstrated organisational, management and leadership skills
5. Demonstrated high level of communication skills (written and oral)
6. Demonstrated ability to work as part of a team while also taking responsibility for individual projects
7. Enthusiasm for fundraising
8. Knowledge and understanding of office systems and processes;
10. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.
11. An understanding of Equal Opportunity, and commitment to equity and cultural diversity.

**Further Information:**
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

**Desired Personal Attributes:**
- Initiative
- empathy
• flexibility
• confidentiality
• cooperation
• tact and diplomacy
• strong interpersonal and communication skills
• forward planning skills

EXPERTISE, JUDGEMENT AND ACCOUNTABILITY

- Ability to use initiative and take responsibility for all tasks undertaken.
- Ability to make a decision consistent with the attributes, methods and policies of the Warden, when he/she is absent
- Awareness of the need for sensitivity in dealing with all members of the Trinity community together with those in the wider community.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

**Employees** must:
- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the work place.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

**Supervisors** are responsible for:
- Developing and recommending new safe work procedures and practice, as required, in conjunction with relevant persons and in compliance with legislative requirement and Trinity College OHS Policy.
- Providing all staff with relevant OHS information in an appropriate, timely manner.
- Providing personal protective equipment and clothing if hazards or risk cannot be fully eliminated.
- Providing adequate supervision through technical guidance and support.
- Identifying and controlling hazardous conditions and where possible reduce risks or eliminate.
- Providing appropriate facilities for safe storage, handling and transport of hazardous substances.
- Ensuring that all accidents and incidents are reported.
Managers and Directors/Deans are responsible for:

- Implementing and maintaining procedures in compliance with legislation and Trinity College OHS Policy by regular monitoring of staff compliance through performance review.
- Conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
- Ensuring that all staff, including contractors under local control, are appropriately inducted.
- Providing relevant OHS information and ensuring appropriate training.
- Ensuring all risk issues that have been identified are monitored and recorded.
- Ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS issues.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,000 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.
- Young Leaders Summer Schools for Australian and overseas secondary school students.
- Various short courses.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole. The College employs around 180 FTE staff and 100 casual staff.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity