



Advancement Officer

- **Fundraising and Alumni Engagement**
- **Interesting and rewarding role**
- **Opportunity to make a difference**

University College (UC) is a leading residential college located in Parkville with impressive modern facilities and an extensive program of academic and well-being support for its students enrolled at the University of Melbourne and other nearby tertiary institutions.

As a proudly independent, non-denominational college, it was founded in 1937 on the basis of equity and access for all. Since then, the College has developed a worldwide network of alumni with an ongoing commitment to the value of a collegiate education for its students.

Possessing relevant qualifications and extensive experience in a similar role, you will have the opportunity to develop, manage and deliver the College's Community Engagement and Advancement strategy.

Reporting to the Marketing and Advancement Manager, you will work closely with the College's staff team, to:

- Draw on relevant tertiary qualifications, experience and understanding of best practices for philanthropic fundraising preferably within an education environment
- Demonstrate your proven track record of success with professional fundraising around appeals, major gift, bequests, trusts and foundations
- Utilise your outstanding verbal, written and interpersonal communication skills to facilitate networking and build enduring relationships with stakeholders, alumni and tertiary students
- Embrace technology and innovation to organise and deliver a diverse and interesting range of alumni and stakeholder events
- Create modern digital and print marketing and communications strategies to support fundraising and engagement activities
- Organise, deliver and grow the UC Scholarships Program
- Utilise your advanced computer application, database and administrative skills to support efficient and organised program delivery
- Work collaboratively with a small team and promote a positive culture

This full time role provides a rewarding opportunity with scope for a person with high-level empathy to engage proactively with a diverse range of stakeholders whose support can provide life changing opportunities for our students. It requires a hands-on, can do approach, and the ability to multi-task in a busy, highly collaborative environment.

If you would like to work with the dedicated team at UC and make a contribution to this well respected College, please apply via Seek. Address applications to our HR Consultant and attach your Cover Letter and CV in Word format only. For further enquires in strict confidence, contact 0419 581 577.

Only Australian citizens or holders of permanent work visas may apply, and the successful candidate will be required to complete a Working with Children Check and Police Check prior to commencement.