

Role Statement

Role:	Development Officer
Reports to:	Head of Development
Team:	Development
Employment Status:	Permanent (subject to funding), full-time (38 hours per week)
Location:	Flexible

Position Purpose

A vital contributor to the Development team, this position is focused on securing individual gifts, institutional funding and corporate sponsorships that advance the mission of our organisation. Working closely with the Head of Development and Development Operations Manager, the Development Officer will implement fundraising plans, maintain donor relationships, and prospect and secure new funding partners. Additionally, the Development Officer will coordinate with various internal and external stakeholders and organise fundraising events.

Success measures in this role include:

- Delivery of agreed objectives towards team goals, on-time and on-budget
 - Level and relevance of funding/donation opportunities identified
 - Level of funding/gifts secured
 - Feedback from internal and external stakeholders
 - Currency and accuracy of data in Dynamics
-

Responsibilities & Key Activities

Corporate and Institutional Giving

- Work directly with Head of Development and Development Operations Manager to deliver corporate and institutional giving program and oversee day to day milestones for projects
- Cultivation, solicitation and stewardship of current and prospective corporate and institutional funders
- Identifying new sources of unrestricted corporate funding support
- Participation in pitch meetings, both in person and virtual
- Securing event sponsorships, including proposal design, meetings, fulfillment of sponsorship rights and benefits, the creation and execution of sponsorship agreements

Individual Giving

- Work directly with Head of Development and Development Operations Manager to deliver individual giving program and oversee day to day milestones for projects

- Cultivation, solicitation, and stewardship of current and prospective individual donors
- Creation of major gift proposals and reports
- Participation in donor meetings, both in person and virtual, including the coordination of necessary post-meeting follow up

Events

- Create an event management plan for each Aurora event
- Collate guest list for each Aurora event
- Manage save the date communications
- Manage event invites
- Manage post event communications
- Manage ad hoc communication between Aurora and guests
- Assist with creating run sheets.
- Assist with fundraising collateral for events
- Work closely with the Development Operations Manager and Marketing and Communications Manager on guest communication

Grant Coordination

- Works closely with Development Operations Manager and Head of Development to support the development of grant funding opportunities, including identification of new funding opportunities and key renewals, application writing, internal project management, submission of applications, contract administration and development of funder reports.

Development Operations

- Implement development operation procedures, policies and strategies under the guidance of Development Operations Manager
- Responsible for updating donor database and records, assuring integrity of data and records and applying appropriate coding etc.
- Contract coordination

Child Safety / Working with Vulnerable People

- Maintain the National Child Safety, Code of Conduct and Procedure.
- Work with internal staff and external advisors to provide internal training and advice on child safety matters.
- Role model the required behaviours including:
 - Providing a welcoming and safe environment for children and young people.
 - Promoting the safety and wellbeing of children and young people associated with the program.
 - Interacting with children and young people in ways which are positive and safe.
 - If required, providing adequate care and supervision of children and young people associated with the program.
 - Acting as a positive role model for children and young people.

- Report to an appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.
- Manage reports of any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Participation

- Work with the Executive Group to meet the strategic aims of the organisation.
- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Promote and monitor issues of work, health and safety.
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

Essential

- A demonstrated understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families.
- The ability to communicate effectively with Indigenous people, stakeholders and organisations.
- One to three years development experience commensurate with this role and responsibilities.
- A strong eye for detail and task orientation.
- An aptitude to work towards multiple deadlines with a calm and measured manner
- Strong verbal communication and interpersonal skills, with an ability to collaborate across teams.
- Well-developed written communication capabilities.
- Ability to balance taking direction and exercising initiative.
- Confident IT skills including social media, the Microsoft suite and CRMs.

Desired

- Aboriginal and / or Torres Strait Islander heritage.
- Degree qualification.

Other Requirements

- Willingness to obtain a Working With Children Check.
- Satisfactory national police check.