

ADVERTISEMENT DEVELOPMENT OFFICER

Employment Type: Full Time or Part Time @ 0.8 (contract role, ending 30 June 2019)

Location: Melbourne (Flinders Lane)

- Flexible work practices (choice of where and when to work), enabling achievement of outcomes
- Passionate, professional and ambitious team, working together to close the education gap

About Teach For Australia

At age 15, students from low socioeconomic backgrounds are on average almost three years behind their counterparts from high socioeconomic backgrounds. Teach For Australia's vision is of an Australia where *all* children, regardless of background, attain an excellent education.

We work towards this vision by recruiting highly competent individuals from diverse academic backgrounds and train and develop them to become exceptional teachers and inspirational leaders that meet the needs of schools in low socioeconomic communities and the broader education system.

Development at Teach For Australia

To support the organization's continued growth, sustainability and impact, the Development team secures philanthropic funding to ensure a diversified annual funding base. The team build relationships that advance the organisation's mission through philanthropy and the exchange of expertise, skills and networks.

Securing over \$13million since receiving DGR status in 2014, the Development team is highly motivated and capable and actively pursues funding opportunities. A key strategy for 2017 is to grow the philanthropic mix with an increased focus on corporate funders and major gifts. The team is also focussed on building internal systems to deliver compelling funding proposals and ensure existing project funding is managed to time and budget, and complies with KPIs.

Working across the organisation Development enjoys strong collaborate relationships with key internal stakeholders and works particularly closely with the office of the CEO.

About the Position

Working closely with the Development Manager for Grants, the Development Officer plays a critical support role in identifying potential funding leads and assisting in generating proposals for all areas of the funding mix, e.g. Corporates, Trusts & Foundations and HNWI.

About You

You enjoy working in a support role, within a small team and your contributory support mindset will enable the achievement of the Development strategy, and the organisations Sustainability priority. Your previous experience in a similar role, coupled with your exceptional writing skills and awareness of/experience with conducting research will be critical.

How to Apply

For an opportunity to take your place in this life-changing organisation, [apply here](#), by midnight on Sunday 23rd July 2017.

Enquiries can be directed to jobs@teachforaustralia.org

POSITION DESCRIPTION DEVELOPMENT OFFICER

Department:	Development	Employment type:	Full Time or Part Time @ 0.8
Reports to:	Director of Development	Financial accountability:	\$NIL
Reports:	0 first level (direct) 0 second level (indirect)	Location:	Melbourne

Role Purpose

The Development Officer contributes to the achievement of the Development strategy, and the organisations Sustainability priority by working closely with the Development Manager for Grants, performing a critical support role in identifying potential funding leads and assisting in generating proposals for all areas of the funding mix, e.g. Corporates, Trusts & Foundations and HNWI.

Qualifications and Experience

Essential

- A relevant Bachelor's Degree is required
- At least two years' experience in similar role

Desirable

- Project management skills
- Database management experience

Skills, Attributes and Knowledge

The role will be responsible for: conducting research in support of the prospect pipeline, supporting the creation of funding packages, assisting in the preparation of funding proposals and associated reporting, and contributing to promotional material and management of key fundraising events

Essential

- Excellent writing, analytical and research skills with an ability to seek, interpret and synthesize information and communicate in a compelling and succinct form
- The ability to work and communicate with a diverse range of stakeholders
- Self-motivated, attention to detail, highly organized
- Ability to work to tight deadlines which competing priorities and deliver tangible results
- Proven quality as a team player, with a flexible attitude to work flow
- Results orientated with a solutions- driven attitude
- Experienced in data base administration

Desirable

- High level of interest in addressing educational disadvantage or some exposure to Teach for Australia
- Exposure to not-for-profit environment and sound knowledge of the philanthropic sector
- Experience in prospects research including sourcing biographical, financial and philanthropic information
- Past experience in a research role

Key Accountabilities

Prospect Research

- Conduct prospect research and identify funding opportunities including trusts and foundations, corporate organisations, HNWI's
- Prepare briefs which could include but are not limited to: donor profiles, and funder meetings
- Ensure moves management document is regularly updated and remains a live document
- Maintenance and ownership of key prospect pipeline documents

Proposal Development

Under direction of Development Manager Grants:

- Assist with the development of funding proposals by working closely with multiple teams across the organization to collate content
- Prioritize projects to assist in keeping multiple proposals moving, ensuring timelines are met and key stakeholders are briefed/consulted and have time to contribute in a timely manner
- Contribute new ideas for funding initiatives

Donor Stewardship and Reporting

- Coordinate stewardship program
- Assist with acquittals and reporting by working closely with multiple teams across the organization to collate content
- Work closely with Development Manager Grants and finance team to ensure invoicing and receipting is both timely and accurate

Administration duties

- Use TFA's database Sales Force competently ensuring donor records are accurately updated in a timely manner
- Assist team in organisation of meetings and workshops as necessary
- Other administration tasks as necessary

Communications and Events

- Act as business partner with the MarComs Team
 - Contribute to the production of the fundraising and other collateral
 - Ensure information on TFA website relevant to development remains accurate and up to date
 - Collate case studies, photographs and information for use in proposals and acquittals
- Assist in the management of Fundraising events which will include cultivation dinners and the annual partnership summit

Our Values

Empowering Greatness

We see great possibilities and strive to bring them to life. We seek to lead by example and are agents for change in ourselves, in students and in our society. We create empowering learning environments that enable others to excel.

Collaboration

We strive to build effective, professional relationships within and across sectors. We have a collaborative mindset that opens us to the opportunities and expertise available through partnerships. We work together - within the organisation, with Associates and with partners, to achieve the individual and systemic changes we seek.

Innovation

We bring energy and creativity to everything we do. We are excited by new ideas and look for new ways to do things that will bring us closer to achieving our goals. We embrace the opportunity to operate outside our comfort zone as a chance to grow and innovate.

Outcome Driven

We are inspired by ambitious goals and pursue them with determination. We use fact-based data to think critically about problems and solutions. We take personal responsibility for delivering meaningful, measurable impact within timeframes that are challenging and motivating.

Humility and Learning

We respect and seek to learn from the communities we serve and the people with whom we work. We recognise the limits of our own experience, ask questions and seek diverse perspectives to inform our views. We work with curiosity and resourcefulness, engage in honest self-reflection and look for ways to continuously improve.

Resilience

We are resilient when faced with obstacles and undaunted by the scale of the change we seek. We rise to the challenge and never forget why we do what we do.

Approvals

Written by: K. Strudwick
Evaluated by: F. Lymer
Job Grade level: Senior Officer

Date: 14 July 2017
Date: 14 July 2017
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