



Position Description

A. Job Specifications

Job Title:	Development Officer (.8)
Department:	Administration
Accountable to:	Principal
Commencement Date:	16 th December 2013
Wage Range:	\$36-48,000

B. Summary of the Position

This is a permanent part-time position 4 days a week with the possibility of eventually becoming full time. The development officer will be responsible for the fundraising and promotion of the College as well as managing and staffing a small resource centre located on the campus. Promotion of the College would include writing appeal letters and newsletters, managing the donor database, desktop publishing, taking promotional photographs, seeking possible funding and grants, and other activities to promote the College. The small resource centre will initially be open 3 afternoons a week but if successful the hours could be expanded. The major focus of the role is fundraising.

C. Qualifications and Experience

This role requires a person with experience as a successful fundraiser as well as good computer skills in desktop publishing. No formal qualifications are required but experience in the following areas would be preferred:

- A committed Christian believer and church member
- Demonstrated experience in fundraising for a not-for-profit organisation
- Computer skills including desktop publishing and operating a donor database
- Retail skills including ordering and customer relations
- Graphic design and photographic skills would be an advantage
- Ability to update a website

D. Personal Characteristics

1. The ability to communicate sensitively and effectively with Indigenous people.
2. Willingness to work sensitively within an environment that values Indigenous culture and Christian values.
3. Enthusiasm and entrepreneurial skills for setting up a new venture
4. Willingness to be part of a committed team

E. Key Performance Indicators

1. The College fundraising program reaches budgeted yearly amounts

- Work with the Principal and Chief Financial Officer to establish a yearly fundraising target
- In consultation with the Principal develop a fundraising program and implement it each year
- Provide regular reports to the Principal and Board regarding fundraising progress
- Network with donors and churches and provide them with information as requested
- Arrange speaking engagements to promote the College for the Principal and other staff
- Seek alternative funding opportunities for the College such as private philanthropists or government grants
- Work with admin and finance staff in a consultative and timely manner

2. College publications are presented in a timely and professional manner

- Ensure all promotional materials are presented in a professional and appropriate manner
- Produce an annual newsletter and an Annual Report
- Take photographs at special events and for promotional resources
- Produce fundraising resources such as brochures, cards, posters as required

3. The College website is maintained and up to date at all times

- Upload documents, stories, photos and videos to the website as required
- Ensure the website has current information at all times
- Be proactive in sharing the stories of the College on the website

4. The Resource Centre provides suitable Christian resources for students and others Christians in Darwin

- Operate the Resource Centre 3 afternoons a week to allow Nungalingya College students and people in Darwin access to Christian Resources
- Order stock and provide stocktake reports to suppliers
- Ensure the financial records of the Resource Centre are kept accurately
- Seek opportunities to further develop the resources available through the Centre.

5. Other duties as required

- Participate in College life including staff meetings and other activities

F. Police Check and Ochre Card

All staff at Nungalingya are required to pass a Police Check and obtain an Ochre Card (for working with children). This is at the employee's expense and must be applied for at the time of commencing work.

If you cannot satisfactorily pass the Police Check and Ochre Card, you must discuss this with the College prior to commencing employment.