



Nungalinya College

Empowering Indigenous Christians

Nungalinya College Incorporated
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Position Vacant: Development Officer (.8)

Nungalinya College is looking for a dedicated, enthusiastic and entrepreneurial person to work 4 days a week in the role of Development Officer. This person will be responsible for the fundraising and development program of the College as well as managing a small Christian resource centre on the campus. It is possible the role will grow into a full time position in the future.

The Development Officer will be responsible for developing an annual fundraising program in consultation with the Principal, managing the donor database, networking with donors and churches, producing fundraising resources such as brochures, newsletters etc, and seeking alternative funding sources for the College. The Development Officer will also upload information to and maintain the College website.

In addition to this, the College is starting a small Resource Centre on the campus to sell Bibles and other Christian resources to students as well as local Darwin Christians. This will operate 3 afternoons a week and the Development Officer will be responsible for all the management and staffing of the Centre.

The position will commence in mid-January 2014, however availability for a handover with the current Fundraising Consultant in for a few days in December would be helpful.

Required Qualifications and Experience:

1. No required qualifications
2. Demonstrated experience in fundraising
3. Excellent computer skills including desktop publishing
4. Retail experience

For further information please feel free to contact the Principal:

Dr Jude Long
jlong@nungalinya.edu.au
08 8920 7527

For a Position Description and Application form please contact:

Judy Fabbian jfabbian@nungalinya.edu.au or call 08 8920 7500

Applications Close: 25th November 2013