



Position Description

Job Title:

Development Officer

Reporting to:

Executive Officer

Location:

This is a work from home position with requirements to attend meetings and events on an ad hoc basis.

Purpose of the position –

The Rainbow Families Development Officer will in consultation with the Executive Officer create and execute a fundraising plan for the next year. The KPI for the plan is to raise \$110,000 in new revenue over the next 12 months.

Responsibilities & Accountabilities

Key Responsibility Area 1 – Develop a fundraising plan

In consultation with the Executive Officer the Development Officer will create a fundraising plan for the next year with a focus on less restricted income. The KPI for the plan is to raise \$110,000 in new revenue over the next 12 months.

The plan will include

- major gifts
- corporate partnerships and membership
- grants
- philanthropic donations

The plan requires Board approval

Key Responsibility Area 2 – Execute the fundraising plan

With assistance from the Executive Officer, the Development Officer will execute the approved fundraising plan and work towards achieving the revenue targets set in the KPIs.

Key Responsibility Area 3 – Report on fundraising plan

Monthly reporting to the Executive Officer on key achievements, challenges and revenue targets as outlined in the fundraising plan. Monthly involvement in relevant committee meetings as required.

Six monthly KPI review based on new revenue generation

- \$45,000 in the first six months
- \$65,000 in the second six months

Key Responsibility Area 4 – Evaluate fundraising plan

A report outlining key learnings from executing the fundraising plan and recommendations for revenue targets and new revenue opportunities in the future with the goal of year on year growth.

Note that this position may be extended based on evaluation and funding availability.

Essential qualifications, skills and experience

- Qualifications in Social Impact, Business, or Communications or relevant experience in a similar role.
- Experience and demonstrated success in fund raising
- Understanding of the needs and challenges of For Purpose Organisations
- Understanding of the needs of LGBTQ+ parents and their children
- Ability to organise self and to work collaboratively when required and independently
- Strong communication skills and the ability to present to a variety of audiences
- Valid National Criminal Record Check and Current Working with Children Check.
- Intermediate understanding of Microsoft Office, CRMs

Desirable

- Connection to the LGBTQ+ community

Core Competencies Required

- High level interpersonal and engagement skills. Ability to manage effectively key stakeholders
- Quick-thinking, proactive and preventative; showing initiative and innovative thinking
- Thorough in execution of tasks, with excellent attention to detail and follow up

Performance measurement based on

- Development of fundraising plan within six weeks
- New revenue generation
 - \$45,000 in the first six months
 - \$65,000 in the second six months
- Evaluation of program after 12 months

Employee Signature_____

Board Member Signature_____

Date_____