



## Position Description Development Officer

### **Background**

The Ross House Association is a leading resource organisation for independent community and advocacy groups in Victoria who are working towards a socially just and environmentally sustainable society.

The Association fosters and supports community organisations by providing cost effective resources, offices and meeting space in the heart of Melbourne

The Association has an established reputation for collaborative resource sharing and has exciting plans to extend the support offered to its members and to social change movements generally.

### **Key aspirations / purposes of the Association**

- the pursuit of equality and social justice, the removal of disadvantage and discrimination, and supporting advocacy & self help strategies
- a belief in information & skills sharing, cooperative methods of work and shared decision making
- the development of a community in action – to encourage, to engage, to advocate, and to promote community

### **The Ross House Association Structure**

The Ross House Association is overseen by the Committee representing the tenant members and non tenant members of the Association, and supported by a range of subcommittees committed to the vision and mission of the Association, including:

- Fundraising Subcommittee
- Finance Subcommittee
- Human Resources Subcommittee
- Membership & Tenancy Subcommittee
- Building, Environment and Amenities Subcommittee (including OH&S)
- Community Development Subcommittee

Short-term task forces also operate from time to time.

### **The Staffing Model**

The staffing model for the Ross House Association consists of six positions:

- Community Manager
- Development Officer
- Finance Officer
- Membership & Tenancy Officer
- Building Facilities and Sustainability Officer
- Information, Resources & Administration Officer

The Ross House Association encourages staff to develop their skills and is committed to skill sharing and the training of its staff.

# Development Officer

## Position Objective

- Oversee all aspects of the Ross House Association's annual fundraising activities
- Build and foster relationships with potential funders in the government, philanthropic and corporate sectors and the broader community
- Work with the Community Manager to set annual targets and develop strategies for meeting them
- With the Ross House Association Committee and Fundraising sub-committee, develop and implement annual fundraising strategy
- Prepare appropriate submissions and write grant applications and related materials
- Strategise and implement general development initiatives in coordination with the Committee and Fundraising sub-committee

The Ross House Association is self-sufficient in meeting its ordinary operating costs through membership and tenancy fees as well as through the provision of services it offers the membership and broader public. This position has been designed to assist the Association in meeting the long term costs involved in maintaining its historic building in Flinders Lane.

Key to this role will be leading and directing the process of building relationships and revenue from government departments, philanthropic trusts and foundations, corporate entities and the general public, as well as raising the profile of the Association within each of these sectors.

Although the Ross House Association is a not-for-profit organisation, we currently do not have Deductible Gift Recipient (DGR) Status. An external appeal has been secured that allows tax deductible donations to be made to for heritage works to the building.

## Position Scope

The person in this role works as a member of the Ross House Association staff team, within agreed timelines and according to organisational priorities.

## Accountability

- The Development Officer will report to the Community Manager
- The Development Officer will meet regularly with the Community Manager to ensure organisational priorities are addressed and that the Development Officer has resources needed to undertake their role
- The Development Officer will work closely with the Fundraising Subcommittee comprised of nominated members from the RHA Committee and other individuals selected for their expertise and skills in fundraising. The Development Officer will prepare a bi-monthly Fundraising report to be included in the Committee papers.

## Task Responsibilities – Overview

This job description is a document designed to reflect the scope of the position on an on-going basis. A number of tasks in the job description may be undertaken only occasionally, as and when required.

The incumbent will have responsibility for development, assessment of problems, and review of systems associated with the tasks listed below in conjunction with the Committee, relevant subcommittees and relevant staff.

Working with the Community Manager, the staff member will develop a yearly work plan which will detail annual priorities for the role. This plan shall be accepted by both the Community Manager and staff member.

# Development Officer

## Task Responsibilities - Detail

### 1. Relationship Management

- Develop and manage relationships with philanthropic trusts and foundations, businesses, government agencies and individuals
- Identify potential new general and major donors through independent research and networking
- Develop programs to enhance communications with philanthropic trusts, community groups and corporations i.e. donor awareness program, VIP events etc
- Develop appropriate and timely reports for donors
- Effectively engage stakeholders by regularly monitoring and measuring their satisfaction levels, evaluating the effectiveness of specific campaigns, developing strategies and interventions designed to ensure continuing commitment and addressing any potential issues

### 2. Grant Writing and Submission Preparation

- In conjunction with the Community Manager, develop targeted proposals that address the motivators and needs of government departments, major donors, trusts and foundations and corporate partnerships
- Develop and implement strategies to recruit and retain general and major donors, including philanthropic supporters
- Implement community fundraising strategies which can include events, corporate fundraising activities, payroll giving and community fundraising initiatives

### 3. Building the Ross House Association's profile

- Enhance the profile of the organisation in the public arena
- Effectively communicate to donors and potential donors the importance of the RHA mission

### 4. Planning

- Lead the ongoing development and implementation of RHA's fundraising strategy
- In consultation with the Community Manager, develop an annual action plan, targets and budget
- Monitor and report on planned activities to ensure that all fundraising strategies are delivered in an efficient, effective and professional manner
- Develop and implement systems and processes which enable efficient reporting on outcomes from services to donors and provide relevant information to potential donors
- Work closely with the advisory Fundraising Subcommittee

### 5. Other Responsibilities

- Ensure that all fundraising and development activities are managed in line with the overall strategic direction of the organisation
- Provide expert knowledge and guidance and contribute significantly in the development of the organisation's strategic and operational planning processes
- Work collaboratively with the RHA team
- Provide timely reports to the Community Manager on all matters affecting fundraising initiatives
- Provide additional reports as required by the Community Manager
- Provide administrative support as required
- Develop and maintain an awareness of philanthropic issues, trends, policies and significant legal requirements
- Investigating and working towards obtaining DGR status for RHA

Perform common duties including opening and closing the building on a rostered basis, attending staff meetings and covering administrative roles from time to time.

Assist with other duties necessary and relevant to the role following consultation with the Community Manager.

# Development Officer

## Essential Selection Criteria

1. Highly developed written and oral communication skills, including the ability to clearly convey an organisation's mission and inspire support for that mission amongst a wide variety of stakeholders of differing backgrounds
2. A proven ability to build networks, manage relationships and work collaboratively with a diverse range of stakeholders including those in the government, philanthropic and corporate sectors
3. Excellent organisational and time management skills including a demonstrated ability to work autonomously and prioritise and execute a large number of tasks in an efficient manner
4. Substantial knowledge and experience in both grant writing and fundraising and knowledge of fundraising principles, as well as having a strategic approach to fundraising campaign development
5. A successful track record in meeting established fund-raising targets and implementing entrepreneurial and creative fundraising campaigns
6. Highly developed analytical and problem solving skills with a high level of attention to detail
7. Commitment to the values and mission of the Ross House Association

## Application Procedure

Written applications (marked confidential) addressing the key selection criteria and including a current resume should be forwarded to:

sarah.day@rosshouse.org.au

or

Sarah Day  
Community Manager  
Ross House Association  
247 Flinders Lane  
Melbourne. 3000

by 5pm, Wednesday 30 November 2011

# Development Officer

## Conditions of Employment

### Remuneration and Conditions of Employment

This is a permanent part time position of 4 days (30.4 hours) per week, with these hours being negotiable. The salary and conditions are according to the Ross House Association Enterprise Agreement 2011. The salary range for this position is currently \$60,998 to \$65,719 pro-rata. Salaries are increased each year by the rate of CPI for the life of the RHA Collective Agreement – 3 years. Superannuation is paid as per the government superannuation guarantee (9% of gross earnings).

### Location

The position is located primarily at Ross House, 247 Flinders Lane, Melbourne.

### Probation Period

A three month probation period applies to this position.

### Performance Appraisals

Performance appraisals will be conducted on an annual basis.

### Equal Opportunity

The Ross House Association is an equal opportunity employer.