JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☐ New Position ☐ Replacement Position ☒ Position re-designed ☐ Position not previously described

POSITION DETAILS:	**Position Title:**	**DEVELOPMENT OFFICER (ADMINISTRATION)**	
Division:	Communications and Development	**Department:**	Development
Position reports to: (role)	Development Manager		
Location: *include all possible locations*	100 Roberts Road Subiaco		

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

The Development Officer will provide the highest standard of administrative support for the Telethon Kids Institute's Development Team as it works to secure philanthropic gifts from those who are inspired by the vision of a future where children are not burdened by disease or developmental disadvantage.

The Development Officer is a skilled administrative professional who will accurately maintain the donor/stakeholder database while helping to operationalise and deliver all aspects of the Institute's fundraising programs.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*				
Key Position Accountabilities What are the main areas for which the position is accountable	**% of Total Role**	**Inputs:** What are the key activities or tasks to be carried out?	**Outputs:** What are the expected end results?	**Measures:** How it is measured
Donor database and operations	40%	Under supervision: • Maintain the donor database, ensuring accurate entry of data for donor and prospect records • Ensure the integrity of data and records and undertake regular data cleansing • Process and acknowledge all philanthropic gifts and grants • Produce reports from the donor database • Serve as project officer for select fundraising programs including Everyday Hero and Funraise • Liaise with the Finance team to report on and reconcile donations ensuring accuracy of processing and allocation • Maintain appropriate records for all contributions including gift agreements • Maintain the Development Processes library	• Donor database is up to date and accurate • Gift processing is actioned in an efficient and timely manner • High level of communications and coordination	• Feedback from the Senior Development Officer (Operations) and the Development Team

Administrative support for
 	
• **Major Gifts Program**
• **Key community fundraising initiatives**
• **Head of Development.**
	40%	• Provide administrative support for the major gifts program and the Head of Development with duties including but not limited to:
		   a) Current and prospective supporter investigation and associated pipeline management reporting
		   b) Preparing documents, presentations and spreadsheets
		   c) Organising meetings and travel
		   d) Maintaining comprehensive, functional and accessible filing systems (electronic and paper)
		
		• Deliver administrative support as required for community fundraising programs, including for giving circles and staff giving programs
		
		• Become well informed about the Institute as a whole: its history, ethos, research impact, research teams, strategic partners, and future ambitions
		
		• Demonstrate great respect and gratitude to the Institute's current and prospective key relationships
			• High quality, accurate and timely research and administrative support
			
			• High level of communications and coordination
				• Feedback from the Head of Development and Development Manager

Other duties as directed	20%	Other duties may include but are not limited to providing support for: a) Stewardship programs b) Diary management c) Seminars and events d) Development Office purchasing and procurement e) Meetings of the Institute's various Development committees f) Hospitality	• Ensure high quality and timely support is provided as required • High level of communications and coordination	• Feedback from the Development team • Feedback from internal and external stakeholders

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Qualifications in business administration, communications or a similar discipline, or relevant experience
Skills, Knowledge & Experience:	• An invigorating passion for the work of Telethon Kids Institute and the personal drive to contribute to its success • Demonstrated experience in database operations • Sound experience with the Microsoft suite of applications • Excellent written and verbal skills • Excellent organisational skills • High level of attention to detail • Excellent interpersonal skills and telephone manner • Ability to work independently and to set priorities • Self-motivated, flexible and friendly • Ability to work in a team

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Bachelor's degree in a relevant field
Skills, Knowledge & Experience:	• Experience in a similar environment or in a client relations/communications role • Experience in a fundraising role

SCOPE:

Financial accountability: Does this role have accountability for a budget? No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? No

Next level of supervision			Head of Development		
Immediate level of supervision			Development Manager		
Other roles reporting to immediate supervisor		Senior Development Officer	Development Officer (Administration)	Development Officer (research)	
Direct reports (role x no.)					