

Position Description

Position Description	
Position Title	Development Officer (<i>Funding/Philanthropy Specialist</i>)
Location	Noosa Shire
Reports To	NBRF Board Chair or Delegate
Role Type	Part-time/Casual, Contract
Expressions of Interest by	May 2020
Business Overview	
<p>The Noosa Biosphere Reserve Foundation (NBRF) is a not-for-profit organisation established by the Noosa Shire Council to identify and action 'big ideas' aligned with the aims of the UNESCO Man and the Biosphere Program.</p> <p>Our role is to manage a charitable trust to support projects and ideas that enhance biodiversity conservation and promote sustainable living in Noosa.</p> <p>Run by a skills-based volunteer board of directors, we set strategic priorities unique to the Noosa Biosphere Reserve, enabling science-based projects that meet certain criteria.</p>	
Purpose	
Implementation of the Foundation's fundraising strategy (including identifying and matching potential donors with Foundation projects and initiatives and drafting of grant submissions).	
Responsibilities	
<ul style="list-style-type: none"> • Implementation of the Foundation's fundraising strategy • Identifying and matching potential donors with Foundation projects and initiatives • Developing and nurturing relationships with prospective donors • Maintaining records on Trusts and Foundation donors including prospect research • Production (writing, editing and proof reading) of submissions • Collating relevant information and ensuring high quality funding applications are submitted within deadlines • Monitoring deadlines in respect of applications and acquittals • Following up approaches, checking progress of applications and monitoring final outcomes • Providing assistance in the areas of Trusts and Philanthropic donations as required <p>You may be requested to perform duties outside of the listed scope of responsibilities from time to time, as required.</p>	
Experience, Skills, Knowledge and Qualifications	
<p>Experience</p> <ul style="list-style-type: none"> • Experience in writing successful grants or tenders • Experience sourcing income from Trusts, Foundations or Grant opportunities • Experienced in maintaining close and effective relationships with internal & external stakeholders <p>Skills</p> <ul style="list-style-type: none"> • Ability to manage time efficiently and work to deadlines • Determines and utilises appropriate communication • Proficient in the use of Microsoft Office – Word, Excel, PowerPoint and Outlook <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of Charity Law and Data Protection legislation and relevant fundraising codes of practice 	

Qualification

- Relevant tertiary qualifications at Degree / Diploma level (or equivalent experience) in a relevant area

NBRF Team Attributes**Understanding**

- Understanding of the Noosa Biosphere Reserve and UNESCO's Man and the Biosphere Program

Passionate

- Passionate about sustainability, the environment and making a positive difference

Collaborative

- Builds relationships within and outside the team with a proactive and solution orientated approach
- Ability to work effectively as a team member and independently

Accountable

- Holding self and others accountable to meet commitments

Application

To apply, attach the following 2 documents to your email submission:

- A maximum 2-page written response outlining:
 - A general overview of your relevant experience, skills and knowledge in relation to the points listed under responsibilities;
 - An example of you successfully achieving results in a relevant and recent role.
 - A brief statement of how you align with NBRF team attributes
 - Anticipated salary.
- A brief resume including contact details for 2 referees

Applications are to be submitted by email to secretariat@noosabiosphere.org.au by 31 May 2020.

Further information about the Noosa Biosphere Reserve Foundation is available at www.noosabiosphere.org.au.

Note: Applications will remain current for 12 months from the closing date and may be considered for appointment to identical or similar roles as they arise.