



Candidate Information

Development Coordinator

February 2021

● Investing in Potential ● Inspiring Excellence ● Transforming Lives

The Opportunity

- ◉ Transforming lives of Indigenous students through education
- ◉ Contributing to the development team on philanthropic and corporate fundraising
- ◉ Based in Alexandria, Sydney

At Aurora, our goal is for every Indigenous student to access the right educational opportunities so they realise their academic potential. For some, that's completing Year 12 and for others, that's a PhD from Harvard. We're aiming to shift the paradigm about what is possible for Aboriginal and Torres Strait Islander Australians, starting with students in Year 8 with our high school program, all the way through to post-graduate studies at international universities with our scholarships program.

In this role, you will report to the Development Manager, assisting in the development, implementation, and evaluation of philanthropic opportunities from individuals, corporates and trust and foundations.

We offer a culturally safe, values-driven, team environment, where we are each committed to the purpose of our organisation. You will be well-supported, starting with our orientation program and beyond, and will benefit from our collegiate approach to our work. In addition to a competitive salary, you will have immediate access to salary packaging, the Meal & Accommodation Card and our EAP.

To be Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this role

How to Apply

Please send your full resume and a covering letter explaining your motivation for applying and outlining how you meet the selection criteria in the role statement to:

Email: careers@aurorafoundation.com.au

Initial enquiries: anne.clatworthy@aurorafoundation.com.au

About Aurora

OUR VISION

A future where the next generation of Aboriginal and Torres Strait Islander Australians achieve equitable participation at the highest level – in academia, the professions, in boardrooms and across government.

OUR ASPIRATION

Through our interconnected programs, we aim to engage with over 50,000 Aboriginal and Torres Strait Islander people across Australia over the next 5 years. Our role is to **inspire** every Indigenous student in their education journey, **connect** them with educational and career opportunities that enable them to realise their potential, and **guide** them in this journey.

Supported by Aurora, students and scholars are achieving **unparalleled outcomes** that transform lives. We will continue to shift the conversation to one of proud and talented Indigenous students with limitless potential. In order to achieve systemic change, we are committed to an authentic and trusted approach, evidence-based decision making and a long term focus.



Working with Us

Our five key reasons to join our team are:



You'll make a difference

Be part of our positive change to create a society where Aboriginal & Torres Strait Islander people have the same educational opportunities as all Australians. We know that our programs have a systemic impact.



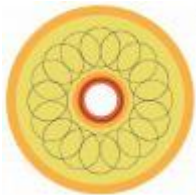
You'll learn

We are constantly striving for excellence, looking at the latest research and punching above our weight. This means we are all learning and growing.



We stand out

Our programs have been described by independent evaluators as unique and our results incredible. We have the courage to look at issues from alternative perspectives and tackle them differently.



We're dynamic

We work hard yet our work environment is relaxed, friendly and supportive. We are all here for the same reason and work together to achieve outcomes for our stakeholders. We all enjoy our regular staff development meetings, celebrations of key events and our Wednesday updates.



We live our values

Our work is guided by our values: **respect** allows to **collaborate** meaningfully and authentically which leads us to be **accountable** for what we do which in turn enables us to make an **impact**.

Our Values



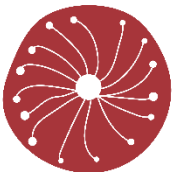
Respect

- We respect Aboriginal and Torres Strait Islander people as the custodians of the land on which we work.
- We treat each other and our stakeholders with dignity and respect at all times.
- We develop culturally safe spaces and foster awareness and acceptance of culture, identity and beliefs.



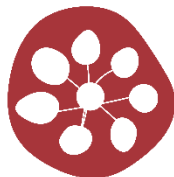
Collaboration

- We welcome feedback and adapt our practices and approaches when needed.
- We understand that that success can't be achieved in isolation.
- We participate equally and cooperatively in partnerships with community and stakeholders.
- We share information, knowledge and skills across the organisation.



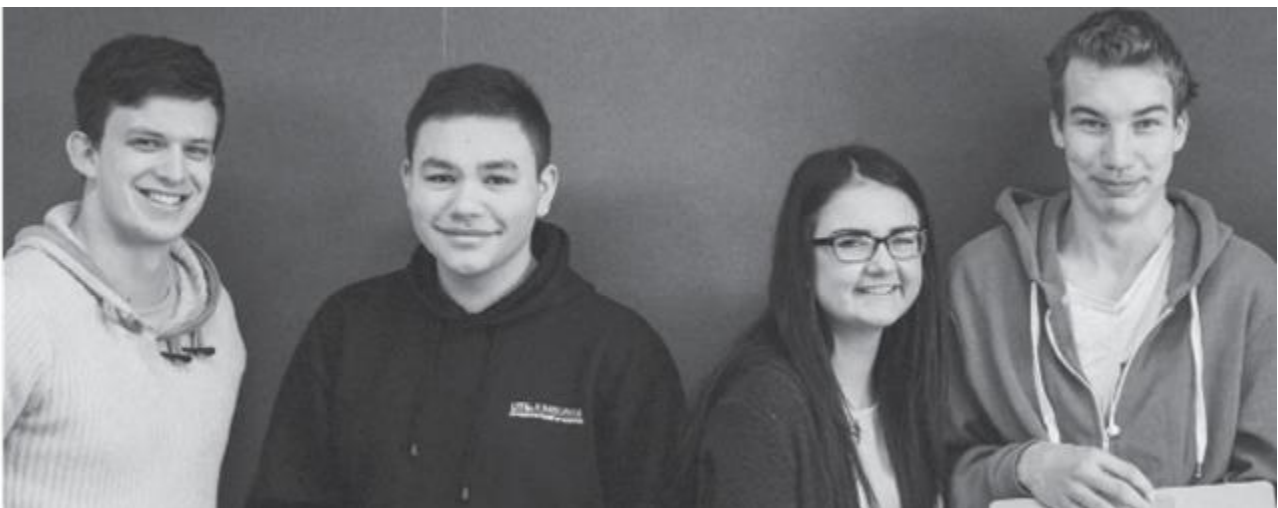
Accountability

- We deliver what we commit to.
- We pursue excellence in everything we do.
- We take responsibility for our actions.
- We are responsive and transparent in the way we work.



Impact

- We aim to have a positive impact.
- We innovate to achieve results.
- We look to effect change in perceptions, outcomes and opportunities.
- We believe in empowering ourselves and others to realise our full potential.



Role Statement

Position:	Development Coordinator
Reporting to:	Development Manager
Employment Status:	Permanent full-time 38 hours per week
Probationary Period:	Six months
Location:	Alexandria, Sydney

Role Purpose

A vital contributor to the Development team, this position is focused on coordinating the administration of various funding partnerships including trust and foundations, philanthropy and corporate. The position also includes interacting with Aurora staff to ensure that activities and deliverables are comply with funding agreement requirements as well as Aurora's values and ethical standards. This position also provides guidance and support to the Development Manager in the identification and development of partnership opportunities.

Success measures in this role include:

- Timeliness and quality of assistance with funding applications
 - Efficiency of donations, reporting and acquittal processes
 - Level and relevance of funding opportunities supported
 - Feedback from internal and external stakeholders
 - Currency and accuracy of data in Aurora's CRM (Dynamics)
 - Contribution to team dynamics
 - Alignment to organisational values.
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Responsibilities & Key Activities

About the role

The Development Coordinator will assist in the development, implementation, and evaluation of philanthropic opportunities from individuals, corporates and trusts and foundations.

Your main duties include:

- Assist the Development Manager to implement fundraising strategies to optimise income generation from philanthropic sources including individuals, corporate foundations, and philanthropic trusts and foundations.
- Work collaboratively with Aurora Program Managers to ensure an understanding of processes, resource requirements and budgets to assist writing and developing funding proposals and applications
- Assist Development Manager to build relationships with current donors and identify opportunities to increase support aligned with Aurora's mission and values.
- Provide support in the development of philanthropic campaigns including direct mail, email, and social media appeals, as well as funding submissions and proposals.

Essential skills and experience:

- Demonstrated experience in the development and writing of funding submissions and proposals.
- Demonstrated experience in stakeholder management, both external and internal.
- Demonstrated project management skills, including organisation and time management skills with the ability to prioritise tasks, including the ability to work under pressure to tight deadlines.
- Intermediate Microsoft Office skills.

Desirable skills and experience:

- Studying or completed an undergraduate degree in a related field or equivalent experience
- Experience using a client management system, particularly with Dynamics 365

Key Responsibilities

Individual Donor Management

- Track donations accurately and regularly in our CRM and issue receipts with accompanying documentation (e.g. thank you letters).
- Regularly report on and reconcile online payments from donors.
- Keep online platforms updated with content and branding.
- Develop and implement donor engagement plans.
- Collaborate with our Development team members to drive new donor acquisition.

Grant Coordination

- Research and identify potential funders and relevant grant opportunities.
- Maintain grant mapping database.
- Coordinate and write high quality funding proposals.
- Create tailored communications for major donors, trusts and foundations as required.

Funder Agreements and Reporting

- Maintain and monitor reporting calendar.
- Write high quality funding reports for on time submission.
- Assist program managers with program evaluation in line with funder expectations.
- Monitor agreement deliverables, recording all critical information in dynamics.

Fundraising campaigns

- Assist with the development and implementation of campaign content.
- Manage stakeholder mailing lists.
- Track and report on all data from campaigns.
- Manage direct communications between Aurora and donors from financial appeals, working closely with Marketing and Communications Officer.
- Issue financial receipts and thank you letters.

Child Safety

- Comply with the National Child Safety Policy, Code of Conduct and Procedures.
- Champion the rights of children and young people within the organization to drive a culture focused on child safety and protection.
- Maintain confidentiality around data and information relating to the children and young people participating in our programs.
- If relevant to your role, provide a welcoming and safe environment for children and young people.
- If relevant to your role, provide adequate care and supervision of children and young people in your charge.
- Maintain positive and safe interactions with children and young people.
- Act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations, or disclosures of alleged abuse to the relevant manager

Organisational Participation

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

- To be Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this role under Section 14(d) of the Anti-Discrimination Act 1977 (NSW)
- Demonstrated experience in the development and writing of funding submissions and proposals
- Demonstrated experience in stakeholder management, both external and internal
- Demonstrated project management skills, including organization and time management skills with the ability to priorities tasks, including the ability to work under pressure to tight deadlines
- Intermediate Microsoft Office skills
- Well-developed written communications skills

Desirable skills and experience:

- Studying or completed an undergraduate degree in a related field or equivalent experience
- Experience using a client management system, particularly with Dynamics 365

Other Requirements

- Willingness to obtain a Working with Children Check
- Satisfactory national police check
- A willingness and ability to travel to regional, metropolitan, and interstate locations for work purposes

Our organisation is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.