# Development Coordinator – Role Description

### Purpose

The Development Coordinator leads and coordinates indigo foundation’s development program through our network of community partners and Australia-based Partnership Coordinators.

### Accountable to: Executive Director

### Expectations

* The position will promote and work within indigo foundation’s guiding principles, its Strategy and operational plan and the policies that inform our development approach, operations and people management.
* The Development Coordinator is required to sign and abide by the Code of Conduct for Working with Children and Young People and hold a Working with Children Check.
* The Development Coordinator will maintain regular contact with the Executive Director, Partnership Coordinators and the Convenor of the Development Committee of the Board (DCB), and contact with other Board representatives and volunteers as required.

### Core responsibilities

1. Support the Executive Director and the Board by providing timely advice and expertise that shapes planning, policy, procedures and practices required for direction setting and management of the development program.
2. Maintain oversight of community partnerships as they move through the project cycle.
3. Draft and oversee Commitment Agreements with partners and ensure timely and appropriate assessment and reporting of activities, risks and finances related to Commitment Agreements.
4. Manage and provide support to the team of Partnership Coordinators to guide partnerships in line with indigo foundation’s guiding principles, strategy and policies, including:
   1. lead and manage the design of tools and practical guidance relating to the development of strong and respectful relationships with community partners, the assessment of partner strengths and challenges and the cycle of project planning, monitoring, evaluation and learning with partners;
   2. support to maximise the benefit of field visits, ensuring compliance with our principles and policies, agreed terms of reference and thorough security assessments;
   3. manage the orientation of Partnership Coordinators and recruitment and orientation of Liaison Officers; and
   4. design and coordinate online and face to face meetings of Partnership Coordinators for the purposes of learning exchange, practice development and input to program directions.
5. Provide advice and support to the Development Committee of the Board, including:
   1. prepare reports to the Committee, manage the schedule and quality of reports to the Committee from Partnership Coordinators and, when required, facilitate input from community partners; and
   2. ensure clear communication of the deliberations and decisions of the Development Committee to Partnership Coordinators.
6. Provide advice on the identification and selection of community partnerships.
7. Contribute to the review and development of policies and procedures relating to the development program and draft new policies and procedures as required.
8. Consult with and engage Partnership Coordinators in indigo foundation’s planning and policy processes and facilitate strong communication between and learning among Partnership Coordinators and community partners.
9. Act as a conduit for cross-cutting insights, themes and lessons learned across projects and within the organisation to contribute to organisational learning, share good practice and support external communication.
10. Work in a participatory manner with Partnership Coordinators and partners to identify training and resources that assist them in their role and mission.
11. Ensure indigo foundation has robust systems and tools to measure impact across the development program, including documenting narratives and ensuring project monitoring and evaluation generates data on activities and impact.
12. Support fundraising and marketing initiatives where required, including applications and reporting for project grants and contributing to public communications, including donor appeals and social media.
13. Undertake other activities as may be requested by the Executive Director, in line with indigo foundation’s priorities and capacities.