

POSITION DESCRIPTION

Job Title:	Development Manager
Location:	West Perth
Position	1.0 FTE
Status: Team:	Engagement
Reports To:	Chief of Engagement (COE)

Your Role

The Development Manager leads IDA's fundraising and income-diversification activities, builds strong supporter relationships and manages the IDA Foundation. This is a key, hands-on role within a small team that is expected to grow over time in line with fundraising success. The role encompasses the full range of responsibilities set out below. However, these responsibilities will not all require equal focus at all times, and will be prioritised, phased and sequenced according to organisational capacity, need and opportunity.

Key responsibilities include:

1. Develop and implement IDA's fundraising and income-diversification strategy.
2. Oversee major gifts, corporate partnerships, sponsorships, philanthropic grants and bequests.
3. Lead donor stewardship, engagement, fundraising campaigns and events.
4. Build long-term relationships with donors, partners, trusts, foundations and other supporters.
5. Manage the governance, operations, growth and financial sustainability of the IDA Foundation.
6. Lead, manage and develop fundraising and development staff.
7. Provide strategic advice and reporting to the COE, Executive Team, IDA Board.

Key responsibilities

1. Fundraising strategy and planning

- Support the implementation of IDA's Funding Strategy 2026–2031.
- Prepare annual fundraising plans, budgets, income targets and performance measures.
- Build a diverse and sustainable funding portfolio that reduces reliance on individual funding sources.
- Identify new fundraising opportunities aligned with IDA's purpose, priorities and capacity focused on major gifts.
- Maintain an active funding pipeline and report regularly on income, expenditure, opportunities, risks and performance.
- Monitor relevant fundraising and philanthropic trends and provide strategic advice to the COE, Executive Team and Board.

2. Major gifts

- Develop and manage a major-gifts program for high-value individual donors, philanthropy and corporate partners.
- Research and identify prospective donors or partners whose interests align with IDA's purpose and work.
- Develop tailored approaches for cultivating, engaging and stewarding prospective and existing donors

and partners.

- Prepare high-quality proposals, presentations, briefings and impact reports.
- Support the COE, Board and senior leaders to build and maintain donor relationships.
- Coordinate donor meetings, presentations, site visits and other engagement opportunities.

3. Corporate partnerships and sponsorships

- Identify and develop corporate partnership and sponsorship opportunities aligned with IDA's values and priorities.
- Prepare tailored partnership proposals, sponsorship packages and presentations.
- Engage in partnership discussions and negotiations in consultation with the COE and relevant teams.
- Coordinate agreements, partnership benefits, deliverables and reporting requirements.
- Maintain strong relationships with corporate partners and identify opportunities to strengthen or expand partnerships.
- Undertake appropriate due diligence and assess potential ethical, cultural and reputational risks.

4. Trusts and foundations

- Research and maintain a pipeline of suitable trust, foundation and philanthropic grant opportunities.
- Support the preparation and submission of expressions of interest, grant applications and funding proposals.
- Ensure funding applications are realistic, properly costed and aligned with IDA's strategic priorities.
- Coordinate funding agreements, progress reports, acquittals and other funder requirements.
- Build and maintain strong relationships with trusts, foundations and philanthropic funders.

5. Donor stewardship and engagement

- Manage a donor stewardship and engagement framework.
- Ensure donations are acknowledged promptly, respectfully and appropriately.
- Provide donors with meaningful information about the outcomes and impact of their support.
- Work with Communications and program teams to develop donor communications, impact stories and campaign materials.
- Develop appropriate donor recognition, engagement and retention activities.
- Ensure Aboriginal stories, images, knowledge and cultural information are used respectfully and with appropriate authority.
- Oversee the fundraising database and ensure donor information is accurate, secure and current.

6. IDA Foundation management

- Manage the day-to-day operations and ongoing development of the IDA Foundation.
- Support the development and implement the Foundation's strategic priorities, annual work plan and budget.
- Work with the COE to support the Foundation's purpose and long-term direction.
- Manage relationships between the Foundation, IDA, donors and external stakeholders.
- Build the Foundation's profile, supporter base and long-term financial sustainability.
- Report regularly on the Foundation's financial position, performance, risks and activities.

7. Staff leadership and management

- Initially lead a small team comprising a Projects Officer and Administration Officer, with capacity to grow as development activities expand.
- Set clear priorities and expectations, provide regular support and feedback, and manage resources effectively.
- Foster a collaborative, accountable, inclusive and culturally safe workplace.

8. Participate as a member of the IDA team

- Incorporate “IDA - Our Way of Working” into your daily work practices
- Deliver a professional, proactive, accurate, efficient, confidential and member/partner focused service to a wide range of internal and external stakeholders
- Comply with all IDA policies, codes and procedures
- Adhere to the IDA’s workplace health and safety policies and procedures
- Contribute to the IDA’s operational planning, review processes and other meetings relevant to IDA and your role as directed
- Participate in performance reviews and professional development
- Other duties as directed by the Chief of Engagement

Selection criteria

Essential

- Demonstrated experience developing and implementing successful fundraising, philanthropy or business-development strategies across multiple income streams.
- Proven ability to build and maintain trusted relationships with donors, corporate partners, funding organisations and senior stakeholders.
- Strong proposal writing, presentation, communication and negotiation skills, supported by effective project-management skills and the ability to meet competing priorities and deadlines.
- Sound understanding of ethical fundraising, donor privacy, financial accountability and reputational risk.
- Demonstrated commitment to culturally respectful practice and working effectively with Aboriginal and Torres Strait Islander people and organisations, with the willingness and ability to undertake work-related travel

Desirable

- Experience using donor-management or customer relationship management systems.
- Relevant qualifications in fundraising, philanthropy, business development, marketing, communications, management or a related discipline.
- Experience working with First Nations organisations, communities or initiatives, with an understanding of the cultural, relational and governance considerations relevant to fundraising in this context.