



# development officer

- **Supporting LGBTIQ+ communities and achieving positive change**
- **Support the CEO and board to execute fundraising plans**
- **Sydney or Melbourne – Flexible hours**

## The Organisation

Equality Australia is a national LGBTIQ+ organisation, built from the successful 'Yes' marriage equality campaign, with the support of the Human Rights Law Centre. Equality Australia creates positive legal and social change to ensure LGBTIQ+ people are treated with dignity and respect.

Equality Australia works in partnership with affected communities and allies to achieve a fair and inclusive Australia for LGBTIQ+ people, their families and communities.

## The Role

As development officer, you'll work with a small dynamic team to build a sustainable and impactful organisation dedicated to achieving equality for LGBTIQ+ people.

With the support of an external fundraising consultant you will support the CEO and board to execute the existing fundraising plan, which has a major gift focus. Your responsibilities will include;

- Oversee stewardship of existing donors and facilitating donor touch points
- Provide administrative, prospecting and research support for major gift donor strategy
- Identify donor prospects and support CEO and board to execute cultivation plans
- Monitor progress against fundraising plan and preparing internal performance reports
- Work with the Engagement Team to prepare communications assets and donor reports
- Work with the Engagement Team to execute online fundraising campaigns
- Work with the Operations Co-Ordinator to deliver 2 to 4 events per year

## Skills Required

Ideally you have an understanding of the for-purpose sector and/or working within the political sphere (such as for a politician, union or government agency), utilising your superior organisational and interpersonal skills, and have a genuine passion for social change.

You also have the following;

- The ability to communicate effectively and accurately, both written and verbal
- Proficiency with technology and data management systems, including CRM systems
- Sufficient financial literacy to analyse and report on fundraising progress
- Ability to work independently within a small team

**If building the power, voices and influence of LGBTIQ+ people is something you are passionate about, please submit a CV and cover letter addressing the skills required section above to [cv@ngorecruitment.com](mailto:cv@ngorecruitment.com). Alternatively, please call Gemma Schade or Richard Green on 03 8080 8977 for a confidential discussion.**

