



**Title of Position: Development Officer**

**Office of Engagement**

***Full-time, Fixed term Appointment until November 2024 (Parental Leave Cover)***

**Position Reference No: 100781124**

- Align your experience with development, fundraising and engagement priorities of the University.
- Join a team that enhances donor engagement, satisfaction, and retention.
- Excellent benefits package and location

**As Australia's first private University, Bond University based at Robina, Gold Coast seeks to be recognised internationally as a leading independent university, imbued with a spirit to innovate, a commitment to influence and a dedication to inspire tomorrow's professionals who share a personalised and transformational student experience.**

**Join Australia's number one University for student experience\*, and enjoy staff benefits including:**

- Free staff car parking
- 36.75 hour standard work week
- Access to flexible work/work from home arrangements#
- Up to 18/26 weeks of parental leave#
- Salary packaging options for FBT and Non-FBT items#
- 17.5% of base salary leave loading
- Staff wellbeing program
- Study assistance for staff and dependents#
- Corporate health and finance discounts
- Onsite Medical Centre and Counselling Services
- Onsite Sports Centre including gym, fitness classes and pool#

#### **About the Position:**

Bond University is looking for a Development Officer to cover parental leave and join a team responsible for the delivery of the University's fundraising and development plan. As a dedicated team led by the Director of Engagement and Development its focus is on expanding reach and philanthropic income for the University.

With a national focus, the position will have the capacity to align their role with the overall development priorities of the University and manage a portfolio of relationships across a range of Alumni, Sport contacts, individuals, sponsors, corporations, and trusts and foundations, developing proactive cultivation plans and stewardship.

A typical day in this role will include meetings with prospective supporters, discussions about how to cultivate key relationships, preparing documents and coordinating events. The successful candidate will be making phonecalls and sending emails to ask for donations of auction items, working closely with the team to deliver appeals and seek opportunities for new supporters.

#### **About the Person:**

The successful candidate will understand fundraising and can support the delivery of tangible results in this diverse and exciting role. They will join a newly formed talented team working within the Office of Engagement at Bond University.

Candidates will have the following:

- A relevant university degree or equivalent experience.
- Achievements in the area of fundraising / philanthropy / sponsorship and successful campaign and appeals execution
- Experience in building and maintaining strong relationships with donors to enhance donor engagement, satisfaction and retention.
- Ability to interrogate and manage databases, as well as to perform research and identify trends and seek opportunities.
- Have strong communication and interpersonal skills.
- An understanding of and commitment to the Fundraising Standards and the Fundraising Institute Australia Code.

#### **Salary details:**

The salary for the position commences at \$76,940.14 (Full Time Equivalent) plus 12% superannuation per annum.

#### **Further information:**

Position-related enquiries can be directed to Megan Connors Phone: +61 5595 5590  
[mconnors@bond.edu.au](mailto:mconnors@bond.edu.au)

#### **How to Apply for this Position**

For further details regarding this appointment, please reference the advert [Development Officer | Bond University | Gold Coast, Queensland, Australia](#)

Applicants can apply using the **Apply Now** button. All candidates are required to register online via our candidate portal prior to submitting an application. We request that you submit the necessary supporting documents to support your online application. These documents should include your Curriculum Vitae/Resume and a Cover Letter addressing the Selection Criteria outlined in the Position Description above.

For current Bond University staff, apply directly via [HR Connect](#), log in with staff credentials, from the Home dashboard select Careers, select the role and apply.

If you require any assistance with your application submission, please visit [Applying for jobs at Bond](#).

**Applications close: 5:00pm, Monday 12 February 2024**

Applicants must have current work rights in Australia at the time of application. This status will be verified as part of the recruitment process.

Please note, the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

**Conditions of employment are offered under a Bond Workplace Agreement (BWA).**

Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality and diversity. In line with Bond University's values, people from diverse backgrounds, women, Aboriginal and Torres Strait Islander people, people who identify as LGBTIQ+, and people with a disability are encouraged to apply for positions at the University.

[Bond University Privacy Policy](#)

#Eligibility criteria or membership fees apply

\*Good Universities Guide 2006-2022