Position Vacant: Development Officer (.8)

Nungalinya College is looking for a dedicated, enthusiastic and entrepreneurial person to work 4 days a week in the role of Development Officer. This person will be responsible for the fundraising and development program of the College as well as managing a small Christian resource centre on the campus. It is possible the role will grow into a full time position in the future.

The Development Officer will be responsible for running an annual fundraising program in consultation with the Principal, managing the donor database, networking with donors and churches, producing fundraising resources such as brochures, newsletters etc, and seeking alternative funding sources for the College. The Development Officer will also upload information to and maintain the College website and Facebook page.

In addition to this, the College has a small Resource Centre on the campus to sell Bibles and other Christian resources to students as well as local Darwin Christians. This currently operates 3 afternoons a week but this may be reviewed and in particular the possibility of opening it on a Saturday morning explored. The Development Officer will be responsible for all the management and volunteer staffing of the Centre.

The position will commence on 25th January 2016.

The College is open to dividing the job with the equivalent of .4 for fundraising and .4 for the Resource Centre if the right applicants apply.

Required Qualifications and Experience:

1. No required qualifications
2. Demonstrated experience in fundraising
3. Excellent computer skills including desktop publishing
4. Retail experience

For further information please feel free to contact the Principal:

Dr Jude Long
jlong@nungalinya.edu.au
08 8920 7527

For a Position Description and Application form please contact:

Judy Fabbian  ifabbian@nungalinya.edu.au  or call 08 8920 7500

Applications Close: 20th November 2015