

## Position Description – Development Coordinator

### Job Specification

Job Title: Development Coordinator  
 Department: Development  
 Reports To: Development Manager  
 Direct Reports: Nil

### Job Scope

Under the direction of the Development Manager, the Development Coordinator will assist to develop and nurture relationships with new and existing corporate partners, funders and donors.

The Development Coordinator assists in the administrative tasks of the Development department, including the coordination and delivery of partnership benefits, deliverables, and fundraising activities. The Development Coordinator will develop, sell, coordinate, and deliver corporate hospitality and advertising packages to partners and the public.

Key Accountabilities	Tasks	Results
Project Management 45%	<ul style="list-style-type: none"> <li>Identify and secure new corporate partners; assist in the preparation of partner proposals, agreements and reports</li> <li>Maintain databases of contacts, deliverables, and schedules</li> <li>Work with Marketing and Ticketing departments to manage media partnerships; implement promotions and marketing opportunities; and deliver partner ticketing requirements</li> <li>Sell and coordinate corporate hospitality packages and assist in planning and delivery of corporate functions</li> </ul>	<ul style="list-style-type: none"> <li>Successful negotiations with partners and management to secure optimum results</li> <li>Proactive consultation with the Development Manager to ensure all partnership, advertising, hospitality, and function requirements are met</li> </ul>

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> <li>Assist the Development Manager to coordinate print and digital advertising packages</li> <li>Assist in the delivery of donor and philanthropic strategies</li> </ul>	
<b>Contracting</b> 15%	<ul style="list-style-type: none"> <li>As directed, coordinate partnership agreements for execution and oversee payment schedules</li> <li>Oversee the delivery of contractual partnership benefits by other departments, ensuring all partnership and company obligations are met</li> </ul>	<ul style="list-style-type: none"> <li>All agreements and payment schedules are accurate and executed in a timely manner</li> <li>All relevant contractual obligations are met within deadlines</li> </ul>
<b>Financial Management</b> 10%	<ul style="list-style-type: none"> <li>Monitor relevant project budgets and expenditure and report regularly to the Development Manager, while ensuring expenditure adheres to relevant Finance Policies and Procedures</li> <li>Maintain accurate records of purchased and complimentary corporate hospitality packages and additional ticket sales</li> </ul>	<ul style="list-style-type: none"> <li>All relevant project budgets and expenditure follow procedure and are accurately monitored, recorded, and reported</li> </ul>
<b>Communication</b> 15%	<ul style="list-style-type: none"> <li>Work collaboratively with team members to ensure open and clear sharing of information</li> <li>Ensure all changes to schedules are communicated</li> <li>Ensure professional communication to maintain relationships with partners and suppliers</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated effective communication and collaboration with all team members and stakeholders</li> </ul>
<b>General Duties</b> 5%	<ul style="list-style-type: none"> <li>Attend functions and meetings as required</li> <li>Any other duties as reasonably requested by the Development Manager and/or CEO</li> </ul>	<ul style="list-style-type: none"> <li>All assigned duties carried out in a professional manner</li> </ul>

Key Accountabilities	Tasks	Results
<b>Teamwork</b> 5%	<ul style="list-style-type: none"> <li>Maintain professionalism and adhere to the Employee Handbook, Darwin Festival Values, and Code of Conduct.</li> <li>Foster a respectful, collaborative team environment that encourages creativity and idea-sharing.</li> <li>Maintain punctuality for all work-related commitments, including out-of-hours functions as required</li> </ul>	<ul style="list-style-type: none"> <li>Full compliance and advocacy for all points raised</li> </ul>
<b>WHS</b> 5%	<ul style="list-style-type: none"> <li>Ensure compliance with policies, report hazards, and actively contribute to overall safety and risk management practices</li> </ul>	<ul style="list-style-type: none"> <li>Effective administrator and promoter of best practice WHS</li> </ul>

## Person Specification

Experience	Education	Personal Attributes	Alignment with Organisational Values
<ul style="list-style-type: none"> <li>Minimum 2 years' experience in arts management, marketing and communications, fundraising, or event management preferably in the not-for-profit sector</li> <li>Minimum 2 years' experience in project budget management</li> <li>High level interpersonal, verbal and written communication skills</li> <li>Proven ability to manage complex projects and multi-task</li> </ul>	<ul style="list-style-type: none"> <li>Current driver's license essential</li> <li>Demonstrated successful minimum 2 years in a similar role</li> <li>Desirable: tertiary qualification in event management, hospitality management, marketing and communications, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent communication skills and ability to build rapport with a range of stakeholders</li> <li>High-level organisational skills with capacity to multi-task and meet deadlines</li> <li>Capacity to work as part of a small busy team, with a positive and inclusive attitude</li> <li>Excellent decision-making skills</li> </ul>	<ul style="list-style-type: none"> <li>We ensure a safe and healthy workplace for all</li> <li>We believe in honesty and acting with care, diligence and integrity in everything we do</li> <li>Foster a culture of mutual respect with the proper regard for the rights and dignity of others</li> <li>We strive for compliance and continuous improvement daily teamwork – we enjoy our work</li> </ul>

Experience	Education	Personal Attributes	Alignment with Organisational Values
<ul style="list-style-type: none"> <li>Excellent computer skills, including Office 365, with a knowledge of Monday.com and InDesign highly desirable</li> </ul>			<ul style="list-style-type: none"> <li>and work collectively to achieve goals</li> <li>We are accountable for our actions, performance and behaviours</li> </ul>

## Acknowledgment

Please acknowledge that you understand and will abide by this position description by signing both copies, one copy should be retained by yourself and the other copy is to be returned to the Human Resources Department.

Employee		Signature		Date	
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