

ADVERTISEMENT – DEVELOPMENT MANAGER

Employment Type: Full Time (two year contract) **Location:** Melbourne (Flinders Lane)

- Flexible work practices (choice of where and when to work), enabling achievement of outcomes.
- Passionate, professional and ambitious team, working together to close the education gap.

About Teach For Australia

At age 15, students from low socioeconomic backgrounds are on average almost three years behind their counterparts from high socioeconomic backgrounds. Teach For Australia's vision is of an Australia where *all* children, regardless of background, attain an excellent education.

We work towards this vision by recruiting highly competent individuals from diverse academic backgrounds and train and develop them to become exceptional teachers and inspirational leaders that meet the needs of schools in low socioeconomic communities and the broader education system.

By 2020, Teach For Australia aspires to partner with schools in all states and territories, be nationally renowned for developing leaders in classrooms and schools and across the education sector and have sustainable government and non-government funding streams.

About the Position

This newly created role of Development Manager plays a critical role in the development and management of TFA's philanthropic funding proposals, which focuses our organisation priority of sustainability. Working closely with the Director of Development, the Development Manager advises on external funding opportunities and is responsible for the development of innovative funding packages, and funding proposals, which meet the core needs of the organisation. Account management of contracts and agreements including acquittals, reports and compliance will be an important part of this role.

The Development Manager also has responsibility of stewarding a portfolio of funders.

About You

Your experience in a philanthropic environment and exceptional writing skills, to write compelling grant submissions, seeking funding of \$100k upwards is critical in this role.

Your ability to build and maintain collaborative and trusting relationships with internal and external stakeholders will play a pivotal part in your success in this role.

Prioritisation and flexibility for quick output as well as experience in developing systems and processes to track contract compliance is essential.

How to Apply

For an opportunity to take your place in this life-changing organisation, apply by submitting your CV and a cover letter via email to Kylie Strudwick, Director of Development, kylie.strudwick@teachforaustralia.org with subject line 'Application: Development Manager via TFA website/LinkedIn' by midnight on Tuesday 25th April 2017.

Enquiries can also be directed to Kylie.

POSITION DESCRIPTION

Position Title:	Development Manager		
Department:	Development	Financial Accountability:	\$400K
Grade Classification:	Manager	Reports:	0
Reports To:	Development Director		
Location:	Melbourne (Flinders Lane)		
Employment Type:	Full time (two year contract)		

Development at Teach For Australia

To support the organization's priorities for growth, sustainability and impact, the Development team secures philanthropic funding to ensure a diversified annual funding base. The team build relationships that advance the organisation's mission through philanthropy and the exchange of expertise, skills and networks.

Securing over \$13million since receiving DGR status in 2014, the Development team is high functioning and actively pursues funding opportunities. A key strategy for 2017 is to grow the philanthropic mix with an increased focus on corporate funders and major gifts and to build internal systems to deliver compelling funding proposals and ensure projects funding are managed to time and budget and comply with KPIs.

Working across the organisation the Development function enjoys strong collaborate relationships with key internal stakeholders and works particularly closely with the office of the CEO.

Role Purpose

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Qualifications and Experience

- Minimum of four to six years in a development role.
- Exceptional writing skills, in particular the ability to write strong, concise and compelling grant applications and news stories supporting partner announcements.
- Experience reporting and providing grant acquittals.
- Experience and familiarity with the philanthropic environment – and specifically in seeking funding in the order of \$100K and above per grant submission.

Skills, Attributes and Knowledge

Essential

- Experience with writing proposal for funding above \$100,000.
- Exceptional relationship builder and strategic thinker, with the ability to identify the key levers for growth in various contexts.
- Experience in developing systems and processes to support the prospect pipeline, the generation of grants and track contract compliance.
- Ability to build strong compelling funding proposals.
- Excellent written communication skills: ability to write clear, structured, articulate and persuasive proposals.

- Strategic thinker.
- Financially competent and comfortable with data.
- Quick to output.

Desirable

- Has worked in a team of at least three people.
- Not for profit experience.
- Knowledge of TFA and Australian Educational Landscape.

Key Accountabilities

Proposal Development

- Lead, coordinate and manage the development of funding proposals, collaborating with multiple teams.
- Assist program staff members in identifying and articulating projects for funding to support proposal development.
- Partner with Measurement, Evaluation and Research (MER) Team to identify programmatic outputs and outcomes for all funding proposals.
- Work with Director of Corporate Services to create robust cost modeling for program/project funding initiatives, while ensuring timely and accurate reporting and financial management of donor funds.
- Work with the Development Officer to identify funding opportunities to build the prospect pipeline.
- Develop effective networks with Senior Leadership Team (SLT) and other staff members in order to build new relationships and share knowledge and ideas.
- Efficiently track all communications, actions, events and fundraising commitments for each donor in the portfolio.
- Work with Communications Team on relevant communication devices including case for support, pitch decks, donor e newsletter, website and TFA Annual Report.

Relationship and Portfolio Management

- Steward a portfolio of funders.
- Opportunity in future to manage a portfolio of prospects to support TFA's organisational operations.
- Manage and deliver post funding reports and acquittals in service of funders and steward smaller level donors.
- Develop and drive personalised investment plans to engage existing funders regularly and more deeply in Teach For Australia's work and position for greater investment.
- Develop and manage a mentoring program linking funders with TFA Associates and Alumni
- Manage grant contracts and ensure full compliance with grant reporting requirements and maintain a contract risk register.
- Maintain current records in database and develop mechanisms to enable grant tracking.
- Develop a reporting/acquittal calendar, ensuring timely notification for internal deliverables required for funder reports across Programs, Finance and MER Teams.
- Develop systems and processes to support and report on development, engagement and philanthropic fundraising, in line with organisational Dashboard Project and oversee implementation and broad adoption by organisation.
- Develop effective networks with Senior Leadership Team, Teaching and Leadership Advisers (TLAs) and Alumni in order to build new relationships and share knowledge and ideas.
- Work with Director and pro-bono lawyers to develop templates for TFA funding agreement, MOUs and other documents.
- Produce regular reports, as required, for Board, Finance Committee, Office of the CEO and Senior Leadership Team.

Institutional Positioning

- Contributes to TFA's Development strategy and functional plan
- Develop a framework for engaging with, and prioritising of, corporate and community partners.
- Monitor and interpret industry policy initiatives from state and federal governments.
- In concert with the Director of Development, assist the Programs Team and broader SLT in the identification and development of a Case for Support to clearly identify those programs and that can be supported through philanthropy and corporate engagement.

Our values

Empowering greatness

We see great possibilities and strive to bring them to life. We seek to lead by example and are agents for change in ourselves, in students and in our society. We create empowering learning environments that enable others to excel.

Collaboration

We strive to build effective, professional relationships within and across sectors. We have a collaborative mindset that opens us to the opportunities and expertise available through partnerships. We work together - within the organisation, with Associates and with partners, to achieve the individual and systemic changes we seek.

Innovation

We bring energy and creativity to everything we do. We are excited by new ideas and look for new ways to do things that will bring us closer to achieving our goals. We embrace the opportunity to operate outside our comfort zone as a chance to grow and innovate.

Outcome driven

We are inspired by ambitious goals and pursue them with determination. We use fact-based data to think critically about problems and solutions. We take personal responsibility for delivering meaningful, measurable impact within timeframes that are challenging and motivating.

Humility and learning

We respect and seek to learn from the communities we serve and the people with whom we work. We recognise the limits of our own experience, ask questions and seek diverse perspectives to inform our views. We work with curiosity and resourcefulness, engage in honest self-reflection and look for ways to continuously improve.

Resilience

We are resilient when faced with obstacles and undaunted by the scale of the change we seek. We rise to the challenge and never forget why we do what we do.

Approvals

Approved By: Kylie Strudwick, Director of Development

Date Approved: 28 March 2017

Review Date: 28 March 2018