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| **Position: Business Sustainability Officer**  **(BSO)**  **Term:**  **Fixed Term 1 Year – (Dates TBC)**  **Name: (VACANT)**  **Start Date: April 2021** **(TBC)**  **Location:** Designated workplace -Melbourne Office  Allowed to work from a remote home office  **Reports to: Manager – Business Development**  **& Sustainability**  **Subordinate**  None applicable  **Positions:**  **Hours of work:** 22.5 hours per week, 45 p/fortnight  Worked over Tuesday to Thursday  **Date P.D.**  **approved: 11th March 2021** | AFDO Logo |
| POSITION SUMMARY This position reports to the Manager – Business Development & Sustainability (M-BDS) and assists in increasing AFDO's profile and connection with aligned organisations, governments, the private sector, funders, the philanthropic sector and private & public ancillary funds for funding, sponsorship or fee for service opportunities.  The main function of this role is to work with the M-BDS on the continuing implementation and development of the AFDO Sustainability Program. This involves participating with the AFDO Management Team to explore and monitor funding, sponsorship or fee for service opportunities.  Responsible for:   1. Assisting with overall fundraising activities of the organisation, including the development and implementation of a three (3) year fundraising strategy to financially support and strategically advance AFDO's vision and mission 2. Contributing to the development and maintenance of effective partnerships that are relevant to AFDO's strategic objectives 3. Assisting in the development and ongoing maintenance of the AFDO database of funding, sponsorship and fee for service opportunities 4. Commencing registration and Input of organisational information and front end details for funding submissions 5. Maintaining funding applications register   Major areas of focus being:   * Fundraising and Grants * Fundraiser registrations and renewals across States and Territories * Funding, sponsorship & fee for service opportunities database * Funding applications register | |
| **Responsibilities:**   1. **Sustainability & Reporting**  * Assist M-BDS in the implementation, monitoring and ongoing development of the AFDO Sustainability Strategy, covering; funding opportunities from a variety of sources, fee for service work, donations & bequests, sponsorship and corporate giving, funding campaigns for specific issues, etc. * Draft and prepare reports, presentations, letters, applications and other documents as required for this area; * Organise and participate in regular meetings by AFDO Sustainability Strategy Group; * Monitor and raise with M-BDS funding opportunities from governments, philanthropic, trusts, foundations, commercial or other areas; * Maintain an up to date online centralised electronic filing system and data base; * Manage the schedule of all AFDO Sustainability Strategy Group meetings; * Organise meeting logistics as required; * Work with M-BDS to prepare and distribute high-quality meeting agendas, papers or reports on time; * Minute all meetings and manage action lists, ensuring the relevant people are tasked accordingly and prompted when deadlines approach; * Monitor and coordinate reporting with draft reports provided to the M-BDS, for any funding body(ies) in accordance with the requirements and formats needed for any projects which are the responsibility of the AFDO Sustainability Strategy Group; * Assist the M-BDS, in the preparation of any tender or funding submissions; * Assist the M-BDS, in the preparation of fee for service quotations; * Work with the finance area to ensure that invoices are raised for any fee for service work and payment is made;  1. **General**  * Other tasks as directed by management in keeping within the scope of this role | |
| **Responsibilities and Key Decision Making in this Role:**   * Diary/calendar management and prioritising workload; * Checking incoming or outgoing invoices for authorisation by M-BDS; * Calling for agenda items and collecting reports for upcoming internal meetings; * Managing the Sustainability Database * Monitoring and reporting on funding opportunities from governments, philanthropic, trusts, foundations, commercial or other areas | |
| **Key Attributes**   * This position is only available for those who identify as a person with disability as allowed under 'special measures' of the Equal Opportunity Act 2010; you need to outline how you meet this requirement * Two years’ experience in a similar role within or outside of the sector * Demonstrated administrative and project management skills * High-level written and verbal communication skills * Good interpersonal skills * Ability to manage tasks, set priorities, organise work and achieve objectives within timelines * Ability to work both independently and collaboratively within a team * Office admin knowledge, database management skills and general computer skills (Microsoft Outlook, Word, Excel, PowerPoint and internet). * Relevant qualifications would be an advantage   **EMPLOYEES UNDERSTANDING & ACCEPTANCE:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Authorised by | Ross Joyce |  | Chief Executive Officer | | |  |  |  |  | | | Accepted by | **Do not sign**  **Only required by the successful applicant** |  |  | | |  |  |  | signature | | | Date |  | | |   **N.B.: Your signature on this position description signifies an understanding and acceptance that the content contained forms an integral part of your employment terms and conditions.** | |