

Information + Cultural Exchange

PO Box 4033 Parramatta NSW 2124 / P: 9897 5744 / E: director@ice.org.au / ice.org.au

POSITION DESCRIPTION

Position Title:	Development Consultant
Reports to:	Executive Director
Fee:	\$60,000 @ 4 days/week for 8 months
Last Updated:	March 2021

Leading Western Sydney arts organisation Information and Cultural Exchange (I.C.E.) wishes to engage a dynamic Development Consultant to contribute to its resource development strategy.

A key member of the I.C.E. fundraising team, and working closely with the Executive Director and Board, the Development Consultant will be pivotal in assisting I.C.E. to resource the expansion and reach of our programs, and the positive impact our work with a range of dynamic yet vulnerable communities.

Key Position Priorities and Duties:

1. Research and Development	<ul style="list-style-type: none"> • Research grants, business development and potential income streams • Identify opportunities to secure funding from government, private and NGO sectors • Support the Executive Director with the development of business and sponsorship opportunities to support ICE's sustainability
2. Funding and Grants	<ul style="list-style-type: none"> • Prepare funding submissions and proposals • Maintenance of a master file for grants • Monitor documentation of grant funded programs
3. Evaluation and Reporting	<ul style="list-style-type: none"> • Contribute to the development of strong data collection and monitoring & evaluation plans • Manage funding acquittals • Prepare reports to comply with grant requirements
4. Partnership and stakeholder development	<ul style="list-style-type: none"> • Develop and maintain strong relationships across a range of sectors, including arts, funding bodies, sponsors, business, councils, advertisers, media, not-for-profit, business, education, government, and others and also with educational/ training organisations and artists • Represent ICE professionally and ethically in a range of forums and meetings in order to increase awareness, support and collaboration
5. General Position Duties	<ul style="list-style-type: none"> • Develop and work to a workplan and the requirements and obligations of funding agreements and contracts. • Play an active role in strategic reviews and contribute to the wider thinking, planning and evaluation of the organisation to enable its sustainability. • Work closely with all programs to ensure alignment, research outcomes and complementary programming. • Work flexible hours, including weekend work when required

	<ul style="list-style-type: none"> • Ensure compliance with ICE policies and procedures including Occupational Health & Safety. • Participate in staff development and training activities as required. • Provide reports as required • Work harmoniously as part of a team to support and ensure successful delivery of ICE programs and activities.
--	---

Selection Criteria:

Essential

- Prior experience in proactively researching, targeting and developing new and existing funding opportunities
- Prior experience in securing funding and successfully developing business opportunities for small-medium arts organisations
- Demonstrated experience in grant writing
- Experience working to strict deadlines
- Ability to liaise with a diverse range of stakeholders, including government agencies and the corporate sector
- Highly developed verbal and written communication skills
- Highly developed relationship building, negotiation and interpersonal skills
- Demonstrated ability to build strong working relationships and partnerships

Desirable

- Demonstrated understanding of issues facing culturally diverse and socially excluded communities and young people, preferably in Western Sydney
- A commitment to social change and community development

The successful applicant must undertake a Police Check and Working with Children check prior to commencement and is subject to an initial three months probationary period.

How to Apply:

Your application must include a cover letter addressing the Selection Criteria, a current resume and contact details for 2 referees.

Please email your application by **5pm, Friday 16 April 2021** with '**Application for Development Consultant**' in the subject line to: I.C.E. Executive Director, Anne Loxley at: **director@ice.org.au**

For enquiries:

Please contact Anne Loxley on 02 8821 9157

Visit: www.ice.org.au/jobs