



Position Description

Position Title: Development Officer	Classification: Bond Level 4
Faculty/School/Office: Philanthropy and Development, Office of Engagement	Date Position Classified/Updated: October 2025

Purpose of the Position:

Bond is committed to building its donor and alumni engagement and advancement strategies, and strengthening its connections with business and professional leaders, major corporations, and its community. The Development Coordinator will support the University's development and fundraising activities with a view to significantly grow the University's philanthropic income sources.

The Development Officer will support development of the best practice philanthropic framework and culture across the University and implementing the processes necessary to underpin a fundraising and development strategy that includes achievable targets from either known sources or appropriately researched alternatives. With a national focus, the role will support the development activity in line with the overall objectives of the University.

This role will support management of a portfolio of relationships with Alumni, Sport, individuals, sponsors, trusts and foundations and corporates, developing proactive cultivation plans for prospective donors.

Personal visitations, discussions, participation in events are a key part of this role and consequently travel will be required. Soliciting for support, asking for donations, preparing bids and other solicitation materials will be a requirement of this position.

The successful candidate will be an advancement professional with an understanding of technical fundraising who can support the delivery of tangible results in this diverse and exciting role.

Reporting Relationship:

This position reports to the Development Manager (Fundraising):



Selection Criteria:

- A relevant university degree or equivalent experience;
- Achievements in the area of fundraising / philanthropy / sponsorship and successful campaign and appeals execution within the higher education sector;
- Experience in preparation of bids, cases for support, prospects stewardship, cultivation and solicitation plans;
- Experience in building and maintaining strong relationships with donors to enhance donor engagement, satisfaction and retention;
- Ability to interrogate and manage databases, as well as to perform research and identify trends;
- Have strong interpersonal skills;
- Excellent writing, transcription, editing and proofreading skills;
- Ability to identify with and embrace Bond's ethos, and especially its private sector origins and its commitment to customer service;
- Be able to identify opportunities, new prospects and gain access to potential donors;
- An understanding of and commitment to the Fundraising Standards and the Fundraising Institute Australia Code.
- Ability to undertake a fundraising cadetship.

Desirable Criteria:

- Experience in a Higher Education environment;
- Knowledge of Raisers Edge/CRM systems;
- Ability to obtain relevant information from our academic community for fundraising projects and proposals;
- Demonstrated ability to perform due diligence in order to protect the University's reputation.

Competency	Responsibility
Planning and management	• Experience in a Higher Education environment; • Knowledge of Raisers Edge/CRM systems; • Ability to obtain relevant information from our academic community for fundraising projects and proposals; • Demonstrated ability to perform due diligence in order to protect the University's reputation.
Fundraising	• Support a University-wide portfolio of projects and cases for support to attract donors encompassing gifts in support of the student body, academic and research enterprise and capital needs of the institution, and grow philanthropic income; • Execute University Appeals e.g. Indigenous Scholarships; • Execute donor cultivation and solicitation plans; • Consult with relevant University stakeholders to prepare cases for support; • Identify and develop cultivation plans for prospective donors; • Soliciting and ask for donations from key prospects; • Research and obtain information to build and prioritise database of prospects with key information such as their capacity to give, strength of their relationship with the University and other attributes; • Prepare comprehensive profiles, submissions and briefing papers; • Ensure that student fundraising activity is consistent with University goals; • Monitor and research trends in higher education fundraising worldwide and implement best practice; • Coordinate Trusts and Foundations opportunities, cases of support, write submissions and report on the implementation of successful opportunities; • Coordinate the Indigenous Fundraising Program e.g. appeals and activities, sponsorship, and develop collateral; • Support the implementation of a framework for sponsorship and monitor progress of existing sponsorships.

Communication and Research	• Work closely to underpin the fundraising of the Office of Engagement section to build relationships with alumni and parents of Bond students; • Support the development and nurture of scholarships; • Research of prospects and undertake prospect research as ongoing work; • Benchmark the University's philanthropic activity with the sector. Reporting as necessary on progress; • Research financial and tax rules in Australia and overseas for giving to universities, and prepare briefings for senior officers to influence changes to policies where appropriate; • Ensure appropriate University policies and procedures governing fundraising are developed and implemented; in particular to ensure coordination of liaison with prospects; • Prepare promotional materials to support fundraising; • Support Bond University's digital plan around fundraising, including initiatives such as crowdfunding.
Fundraising Skills, Knowledge and Ethics	• Completion of the FIA Code; • Commit to undertake continued professional learning and development opportunities, relevant to fundraising and university advancement e.g. CASE, FIA; • Knowledge and commitment to the Australian National Fundraising Standards; • Application of appropriate fundraising ethics. • Coordinate and perform post-event analysis, including evaluation of attendance, event day structure, promotion of event and inputting of key data into Raiser's Edge.
Customer Service	• Adopt and embed customer-centred standards for the functional area.
Understanding of Quality Assurance	• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Awareness & Sensitivity	• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to actively engage in ongoing professional development to strengthen their cultural awareness and sensitivity, recognising that this is a continuous learning process that supports an inclusive and respectful workplace.
Understanding of WHS Responsibilities	• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.