

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Development Manager</b>
<b>Time Commitment</b>	<b>Full time, permanent</b>
<b>Award Classification</b>	<b>SCHADS 6</b>
<b>Location</b>	<b>Melbourne: hybrid work from home and office as per COVID restrictions</b> Remote working from other locations will be considered for the right candidate
<b>ABOUT THE ORGANISATION</b>	
<p>IWDA is an Australian-based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.</p> <p><b>VISION:</b> Gender equality for all  <b>PURPOSE:</b> To defend and advance the rights of diverse women and girls  <b>VALUES:</b> Feminist, Accountable, Collaborative, Transformative</p> <p><b>OUR GOALS 2020-2023:</b></p> <ol style="list-style-type: none"> <li>1. Resource and contribute to a resilient and vibrant feminist movement</li> <li>2. Promote systemic change towards gender equality for all</li> <li>3. Build a resilient and relevant feminist organisation</li> </ol> <p>We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.</p> <p>As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be in the world at north-south partnerships. This means we seek to understand and leverage our locational power so that we know when to:</p> <p><b>STEP UP:</b> and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements</p> <p><b>STAND WITH:</b> feminist movements in solidarity and amplify the work of global south actors</p> <p><b>STEP BACK:</b> when others are better placed to take the lead.</p> <p>Our Strategic Plan outlines a third way between the models of women's funds and international development NGOs. It was developed during 2020, a year of significant, unpredictable global change, with many unknown consequences for funding flows.</p> <p>Ensuring that IWDA is financially resilient with a diverse income base is a core objective of the Strategic Plan. Our Income Plan outlines how we will achieve this objective, whilst navigating a constantly shifting social and economic landscape, and in alignment with the other strategic objectives we have set to achieve gender equality for all.</p> <p><i>International Women's Development Agency (IWDA) has an EO exemption (H204/2021) and requests applications from people who identify as women only.</i></p> <p><i>IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. <b>Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners.</b></i></p>	

*Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.*

## POSITION SUMMARY

This is a key leadership role at IWDA, working alongside the Executive team and Board. You will oversee our institutional funding, including donor pipeline development, planning and submission of grant applications and coordination of cross team engagement to meet income targets for grant renewal, diversification and growth.

The Development Manager undertakes extensive tracking of opportunities, funding information and analyses of global development and philanthropic funding priorities. This includes quality control on submissions, convening and coordinating bid teams and writing grant submissions. The role engages in funding networks and advises on targeting strategies to achieve annual and strategic plan targets.

Alongside the Director, Business Transformation and Fundraising Manager, this role is responsible for the delivery of our strategic Income Plan. Achieving income diversity commits us to trying new approaches and shifting some long-established modes of operation. We aim to increase our flexibility and understand what will enable—and what will work against—our strategic plan. This role plays a key part in bringing this to life, in identifying new and emerging financing models and recommending innovative approaches to resource development.

## KEY RELATIONSHIPS

Reports to:	Director Business Transformation (BT)
Internal:	CEO, Leadership Team, Board of Directors, BT team, Systemic Change & Partnerships team, Knowledge Translation team, Equality Insights Team, Finance team
External:	Donors, partners and relevant non-government organisations, gender and development networks, trusts, foundations and Government stakeholders
Direct Reports:	None

## KEY RESPONSIBILITIES

### 1. Lead Grant Pipeline Development and Planning

- Conduct regular scans of the funding environment, assess and recommend opportunities to IWDA internal stakeholders and identify new sources of grant income. Continue to improve our systems for seeking open funding opportunities
- Engage in funding networks and advise on targeting strategies for renewal and growth of grant income
- Undertake initial screening of tenders, application guidelines and calls for proposals and provide recommendations on eligibility, risks and requirements
- Ensure coordination of resource mobilisation approaches to donors across teams
- Support the identification and assessment of potential, external bid partners and facilitate IWDA's approach to joint bid priorities and roles and responsibilities

### 2. Lead Bid Management Processes

To achieve IWDA Income Plan targets, the role will:

- Convene and lead bid teams, ensuring adherence to IWDA standards, strategic priorities and financial sustainability
- Oversee the grant writing process, write tenders and bids and coordinate internal and external technical bid writers as required
- Ensure internal and external stakeholders are managed in a supportive, collaborative manner, maximising opportunities for IWDA
- Review and evaluate grant applications for compliance and eligibility, and provide accurate, timely and constructive advice and feedback to Directors and Managers

- Strengthen and monitor bid management systems and processes

### 3. Relationship Management

- Support IWDA's external relationship management efforts, within national and international forums and spaces, taking an opportunistic approach to cultivate new funding relationships. Support the CEO, Board and senior staff to develop funding relationships
- Increase chances of relationship-based funding by supporting our work to gain greater attention and identify opportunities to raise awareness of IWDA in relevant markets
- Ensure IWDA's external messaging aligns with our strategic goals and funding needs
- Represent IWDA in public speaking events and forums
- Recommend priority engagements and contacts for the CEO and Leadership to positively promote and expand IWDA's reputation and profile with funders

### 4. Innovation in resource development

- Lead IWDA's understanding and analysis of new and emerging financing models and non-traditional donors and funding streams. Lead the development of suitable new models
- Increase flexibility in operations to support diversification of funding

### 5. Outcome Reporting

- Develop and provide reports for Board and Leadership as required
- Oversee grants tracking and bid success rate tools
- Monitor and report on progress against targets, as well as new or emerging risks
- Conduct post application reviews and respond to lessons learned

## SELECTION CRITERIA

Technical Experience	Behavioural Competencies
<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Excellent project management, budget management and self-organisation skills</li> <li>2. Strong written and verbal communication skills</li> <li>3. Demonstrated success in attracting and renewing donor grants</li> <li>4. Excellent time management, attention to detail and team work skills</li> <li>5. An entrepreneurial and change-oriented mindset; able to support organisational change and operational flexibility</li> <li>6. Strong negotiation and influencing skills, to manage internal relationships above, below and alongside the role</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>7. Demonstrated understanding of women's rights and gender equality</li> <li>8. Demonstrated expertise in the not for profit or international development sectors, and gender equality sector</li> <li>9. Strong networks in the Australian and/or International donor community</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Managing Work &amp; Quality:</b> Effectively managing one's time and resources to ensure that work is completed efficiently; accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining attention to detail and a commitment to quality.</li> <li>• <b>Building Trusting Relationships:</b> Using appropriate interpersonal styles to establish effective relationships with external and internal partners; interacting with others in a way that demonstrates emotional intelligence and self-awareness, treating others with dignity and displaying sincerity.</li> <li>• <b>Collaborating for success:</b> Actively participating as a member of a team to move the team toward the completion of goals. Also identifies opportunities to build partnerships by acting to build strategic relationships between one's team and other teams or organisations to help achieve goals.</li> <li>• <b>Learning, Improving &amp; Adapting:</b> Commitment to improving existing conditions and processes; generating ideas, and implementing solutions; maintaining effectiveness when experiencing major changes in work responsibilities or environment and adjusting effectively to work within new work structures, processes, or requirements</li> </ul>

<b>GENERAL CONDITIONS</b>	
All IWDA staff and volunteers are required to:	
<ul style="list-style-type: none"><li>• Support and demonstrate IWDA's Values and Behavioural Competencies</li><li>• Act at all times in accordance with IWDA's Code of Conduct and Policies</li><li>• Comply with IWDA's Occupational, Health, Safety &amp; Wellbeing Policy and practices</li><li>• Act at all times in accordance with IWDA's Child Protection Code of Conduct and Policy</li><li>• Undertake a police check prior to commencement and every 3 years thereafter.</li></ul>	
<b>TRAVEL REQUIREMENTS</b>	
Some domestic and international travel to support business development may be required. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures.	