Development Coordinator

Role Description

Employment Type	Part Time
Employment Term	January 2027- December 2027
Salary/Payment	$70,000 + super (pro-rata)
Hours	0.6 FTE (22.5 hours/week)
Reports To	Development Manager
Location	Byron Writers Festival office, Byron Bay

Byron Writers Festival is a not for profit organisation, central to the literary, cultural and intellectual life of the Northern Rivers region, contributing to a vibrant national arts sector.

We strive for: a pioneering attitude to creativity; being a leader in the Australian arts community; accessible and inclusive programs; meaningful and enduring partnerships; and a responsible approach to the environment.

Our artistic vision is informed by a belief in the power of literature in shaping lives. It highlights the importance of stories, ideas and debate in influencing our culture and affecting change. We provide shared moments of human connection.

Role Purpose

The Development Coordinator provides administrative and operational support to the Development Manager to assist in the delivery of the festival's fundraising, sponsorship, donor, philanthropic, membership and partnership activities.

Key Deliverables

- Administrative support for fundraising, partnerships, sponsorship and donor programs.
- Management and maintenance of development records.
- Coordination of donor, partner, sponsor and stakeholder correspondence.
- Coordination of partner invitations and RSVP lists.
- Coordination of the Student Writers Prizes.
- Support for funding applications, acquittals and reporting.
- Assistance with partner events and stakeholder engagement activities.
- Preparation of proposals, contracts, partner schedules and post-festival reports.
- Coordination of the Festival Friends program.
- Coordinate donor, partner, sponsor and stakeholder communications and acknowledgements.
- Manage and monitor the grants tracker, including funding deadlines, application schedules, reporting requirements and acquittals.
- General administrative support to the Development Manager.

Key Selection Criteria

- Exceptional verbal and written communication skills.
- Strong relationship management and stakeholder engagement skills.
- Demonstrated experience in written communication, negotiation and problem-solving.
- Excellent time management, organisational and prioritisation skills.
- Digital competence, including proficiency in Microsoft Office (particularly Excel), Google Workspace and Canva, with the ability to quickly learn and adapt to new platforms and systems.
- Ability to work collaboratively in a small team environment, managing multiple priorities and deadlines with professionalism and initiative.

You will work 22.5 hours per week between Monday - Friday. Byron Writers Festival operates from our office in Byron Bay, NSW. Flexible and remote working arrangements may be negotiated by mutual agreement. Flexibility to work evenings and weekends will be required at times. Additional hours worked during will be compensated through time off in lieu (TOIL).

Byron Writers Festival provides a total of six weeks paid leave each year, comprising four weeks of annual leave and two weeks of accrued TOIL.

How to apply

Applications must be received by **5.00pm Wednesday 9 December.** Please submit your CV and cover letter addressing the key selection criteria (maximum two pages) combined into one document to molly@byronwritersfestival.com.

Interviews will be held at the Byron Writers Festival office in Byron Bay on **Monday 15 and Tuesday 16 December.** Applicants will be notified of the outcome on **Thursday 17 December** with the successful candidate commencing late January 2027.

Byron Writers Festival is committed to building an inclusive workplace environment. We encourage applications from Aboriginal and/or Torres Strait Islander people and people from underrepresented backgrounds. We know that many talented people only apply for jobs when there is an exact match. If you don't fit all the criteria but believe this role is for you, we would very much like to hear from you.