

Position Description

DEVELOPMENT OFFICER

MARION is seeking an experienced and passionate individual who feels at home with all things literary. By joining our team, you will contribute to advancing MARION's mission, purpose, and objectives, all dedicated to serving our members and the sector. We advocate for, connect, develop and celebrate writers.

Established in 1995 as the ACT Writers Centre, MARION is well established in the ACT region and surrounds with a strong national presence. Serving as the peak body for writing-based culture in the ACT, MARION is dedicated to nurturing and expanding our dynamic and diverse writing sector. We foster an innovative ecosystem of talented writers, working with dynamic organisations, businesses and esteemed institutions, all contributing to a thriving and vibrant literary community.

Hours: Part-time (14 hours per week). The successful candidate must be able to work on Tuesdays. Flexible work hours may be negotiated with the successful candidate.

Contract: Eight month fixed term position. The first three (3) months will be a probationary period. All commitments and activities of MARION are subject to ongoing funding.

Start Date: 30 April 2024

Location: MARION is based in the ACT. While the successful applicant will work remotely, employees are generally required to live in the ACT region. Alternative arrangements may be negotiated with the successful candidate depending on particular circumstances.

Reporting to: MARION CEO and Operations Manager

Responsible for: MARION is seeking a capable and organised individual with exceptional interpersonal skills to join our passionate team. As the Development Officer, you will play a pivotal role in addressing member and general enquiries, requiring a strong administrative background coupled with proficient editorial and communication abilities. Your responsibilities will encompass a range of support tasks, including proofreading, editorial work, and content development. The ideal candidate will demonstrate the versatility to work both independently and collaboratively within a dynamic team environment, thriving amidst the fast-paced nature of our work.

Remuneration: Pay in accordance with Social, Community, Home Care and Disability Services Industry Award (SCHADS) level 3 pay point 4 (pro rata).

Generally our working week takes place between Monday and Thursday during office hours, though all roles do involve occasional weekend and evening work, with a time in lieu policy in place.

MAIN DUTIES

The role of Development Officer is to be the primary point of contact for MARION and involves liaising with a range of writers, members, funding bodies, partners and supporters. This position requires a high-level of customer service and courtesy. The suitable candidate will be someone who can work both independently and collaboratively, actively contributing to a small team of four.

MARION strives to create a safe space for all members of its community. If you are successful, you will be required to abide by the MARION Code of Conduct to help create a safe, respectful and inclusive environment for everybody and ensure that MARION is a harassment-free zone.

DUTIES

1. Respond to all general and member enquiries. Draft office correspondence for general organisation enquiries. Complete ad hoc tasks as required.
2. Maintain and update member resources.
3. Provide general support at in-person events as they arise, in particular the MARION Annual Awards held in June.
4. Assist in building and nurturing strategic partnerships that open opportunities and networks for MARION.
5. Any further tasks given at the discretion of the CEO.

SELECTION CRITERIA

- A demonstrated interest and understanding of the Australian writing and publishing sector.
- Proven communication experience with strong editorial skills.
- Demonstrated ability to work autonomously, and as part of a tight knit team.
- Proven ability to effectively multitask and manage competing priorities.
- Experience with membership/subscriber management and liaison.
- Experience securing advertising and sponsorship revenue.

DESIRABLE

- Experience with Squarespace and/or Wordpress platforms.
- Strong networks in the Australian arts and/or literary sector.
- Experience in developing news stories and creating content for publications and social media.
- Experience facilitating literary events.
- Previous experience in grant writing and fundraising.

MARION is a values-based organisation with flexible working options available for the successful candidate. MARION is an equal opportunity employer and we particularly encourage applications from First Nations Peoples, people who identify as culturally and linguistically diverse, LGBTQIA+ individuals and people who identify as having a disability or chronic illness. All commitments and activities of MARION are subject to ongoing funding.

Applications for this role must be received by **11pm** on **Sunday 21 April**.

To apply, please submit the following to Katy Mutton at CEO@marion.ink

- A cover letter addressing the selection criteria (no more than 2 pages).
- A copy of your CV.

To schedule a confidential conversation about this role, please contact Katy Mutton, CEO, MARION, at ceo@marion.ink

MARION

ELEVATING WRITERS & THEIR ART