

Cancer Council Tasmania

Position Description

Position Title:	Fundraising & Events Coordinator - South
Department:	Engagement & Fundraising
Location:	Hobart
Status - Hours of Work:	Full-Time (1.0FTE)
Classification Level:	SCHADS Award Level 4
Reports to:	Director, Engagement and Fundraising
No. of Direct Reports:	0
Last Review Date:	April 2023

Key Purpose of the Role

Working closely with the **Manager – Gala Events** and the **Manager-Relay For Life**, the *Fundraising & Events Coordinator-South* is responsible for overseeing the coordination of Cancer Council Tasmania's Relay For Life events in Southern Tasmania and assisting with the delivery of the Hobart Gala Ball and the Unite in Yellow Lunch.

In addition, and under direction of the **Manager-Community Fundraising**, coordinate the logistics for Daffodil Day and Australia's Biggest Morning Tea and general community fundraising activities in the southern region.

The role will also be required to assist with Cancer Council Tasmania's other fundraising events and activities within the Engagement and Fundraising program as required in order to provide sustainability for services provided in Tasmania.

Our Department

CCT is dependent on community and business support to help fund vital programs in cancer research, supportive care, prevention and advocacy. Our engagement and fundraising events work toward making this achievable.

CCT's portfolio of events also include a range of iconic and enjoyable fundraisers which companies and other organisations can participate in.

Our Organisation

CCT is a charity working to minimise the incidence and impact of cancer on all Tasmanians through advocacy, raising awareness of cancer prevention and offering support and information for anyone affected by the disease.

CCT's vision is for a cancer free future. Our mission is to minimise the incidence and impact of cancer on all Tasmanians. The values underpinning our work are; *generosity, integrity, collaboration, courage and innovation.*

Our Work Environment

CCT is a smoke-free work environment.

CCT is committed to providing a healthy, supported and safe work environment, free from harassment and discrimination.

Role Responsibilities

The primary responsibilities are:

RELAY FOR LIFE

1. To successfully oversee the coordination of the annual Relay For Life programs in Southern Tasmania, including significant involvement with onboarding volunteers and on-going engagement with the volunteer organising committees, and overseeing logistics in consultation with the **Manager - Relay For Life.**
2. To support the Relay For Life Organising Committees in the delivery of these successful events, providing appropriate organisational and administrative support.
3. To report to the Manager-Relay For Life and provide financial and post-event analysis.

4. Develop a strong relationship with each of the Organising Committees, teams, corporate sponsors, event partners and the wider community, including school engagement.
5. To implement the Relay For Life growth strategies as directed by the **Manager – Relay For Life**.
6. In conjunction with the Organising Committee, plan, organise and supervise work for Relay For Life volunteers as appropriate for each event.

OTHER ACTIVITIES

1. Under the direction of the **Manager–Gala Events**, coordinate activities and undertake administrative duties to assist with the delivery of the Hobart Gala and Unite in Yellow Lunch.
2. Under the direction of the **Manager – Community Fundraising** coordinate logistics for delivery of Daffodil Day in the greater Hobart and southern region.
3. Assist with the organisation and supervision of volunteers as appropriate for Daffodil Day.
4. Under the direction of the **Manager – Community Fundraising** assist with coordination of Australia’s Biggest Morning Tea and general community fundraising activities in the greater Hobart and southern region.
5. Maintain amicable and productive working relationships with Organising Committees, corporate sponsors and partners and the community relating to Hobart Gala and the Unite in Yellow Lunch.
6. Maintain data and ensure the CCT CRM is updated with relevant records.
7. Contribute new ideas for fundraising; identify, develop and initiate suitable opportunities to achieve maximum profitability.
8. Work collaboratively with the Engagement and Fundraising team, contributing to newsletters and other promotional materials as required.
9. Undertake other duties as and when directed by the Manager-Gala Events, Manager-Community Fundraising or Manager-Relay For Life.

Position Requirements

Essential:

- Qualifications in event management, fundraising and/or marketing or less formal qualifications, with specialised skills sufficient to perform at this level; or experience gained through previous appointments.
- Excellent written, oral communication and interpersonal skills.
- Ability to identify and develop innovative engagement and fundraising opportunities.

- Flexibility regarding out of hours work from time to time is required.
- Experience coordinating and working with volunteers.
- Demonstrated experience and working knowledge in the use of Microsoft Office applications.
- Current Driver's License.
- Current Working with Vulnerable People Check
- Ability to demonstrate a commitment to CCT values and to making a positive contribution to team and workplace practices.

Desirable:

- Previous experience in a similar role at a not-for-profit organization.

Pre - Employment:

- Cancer Council Tasmania will conduct a Police Check prior to the successful applicant's appointment to this role.

Selection Criteria

To apply for this role you will need to demonstrate your ability to meet the selection criteria. The selection criteria outline the skills, experiences and behaviours that are necessary to successfully carry out the role.

- Experience in event management and fundraising with the ability to identify and develop innovative marketing and fundraising opportunities.
- Demonstrated experience with working in a close-knit, dedicated team environment.
- Demonstrated experience in database/CRM usage, use of on-line project management programs, Microsoft Office.
- Demonstrated high standards of organizational skills, with the capacity to multi-task and proactively identify and meet expectations in a timely manner.
- Excellent written, oral communication and interpersonal skills, including the ability to communicate effectively with staff, volunteers and clients at all levels.
- Experience engaging with, supporting and coordinating volunteers.