

Position Description

Fundraising & Events Coordinator (North-West)

Who we are: We are Tasmania's leading cancer charity working to reduce the incidence and impact of cancer on all Tasmanians. Through advocacy and research, supportive care programs and services, and the delivery of prevention education resources and programs, we are here for all Tasmanians.

Our Vision: A cancer-free future

Our Values: Generosity, Integrity, Collaboration, Courage, Innovation

Hours of Work	Full Time Fixed-Term (12-month maternity leave contract)
Salary and Conditions:	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 Level 4.1 (salary packaging is available).
Location:	The role is located at the Cancer Council Tasmania office in Devonport. This role will require occasional intrastate travel and flexibility in working days / hours will be required from time-to-time.
Position Summary:	The Fundraising and Event Coordinator (North West) is responsible for assisting with the delivery of the North-West Gala Ball, under the direction of the Manager – Gala Events, working closely with the Manager Community Fundraising to coordinate logistics for the delivery of Daffodil Day and Australia's Biggest Morning Tea on the North-West Coast, acting as the liaison for all community fundraising activities in this region, and working closely with the Manager Relay For Life, to coordinate the Relay For Life events on the North-West Coast.
Reporting:	This role reports directly to the Director, Engagement and Fundraising and receives general operational supervision from the Manager – Relay For Life, Manager – Gala Events and Manager – Community Fundraising. This role does not manage any direct reports but will be required to provide guidance and support to a passionate team of volunteers supporting the delivery of local fundraising and events.
Qualifications and Skills:	This role requires a combination of experience, expertise, and competence sufficient to perform the duties required at this level. This may have been obtained through previous appointments, service and / or study.
Personal Attributes:	This role requires a self-motivated person with a passion for improving health outcomes for people impacted by cancer. The role requires someone who thrives in a busy working environment, and who can bring a 'can-do' attitude to a small regional office.

	<p>The role will suit a highly organised 'people-person' who will be comfortable getting out and about in the local community, being an ambassador for Cancer Council Tasmania in the North-West.</p>
<p>Organisational Responsibilities:</p>	<ul style="list-style-type: none"> - Coordinate existing community fundraising campaigns and activities on the North-West coast, including but not limited to the North West Relay For Life events, the North West Gala and local community fundraising activities (e.g. Australia's Biggest Morning Tea, Daffodil Day and general community fundraising). - Coordinate, and provide support to fundraising and event volunteers, including the recruitment and allocation of volunteers, and the provision of secretariat support to volunteer event organising committees. - Working closely with the relevant Manager, develop and implement fundraising and event project plans and undertake administrative duties to support the successful delivery of fundraising and event activities. - Oversee the operational logistics of fundraising and event activities working in collaboration with other staff, volunteers, community groups and corporate partners. - Prepare and contribute to post-event reporting and evaluations. - Contribute to the creation of local content for local fundraising and events, including the creation of media releases, social media content and contributing to Cancer Council Tasmania general newsletters and promotional materials. - Maintain amicable and productive relationships with fundraising and event volunteers, committees, corporate partners and the general North West community. - Maintain/update CRM / donor management systems and third-party fundraising platforms. - Represent Cancer Council Tasmania in regional and local media, as required. - Work collaboratively with the Engagement and Fundraising team, and contribute new ideas for fundraising; identify, develop and initiate suitable opportunities to achieve maximum profitability. - Contribute to the day-to-day administration of the North West regional office, which may include answering general queries from the public, banking or other administration tasks as required. - Ensure a safe working environment for self and others, including when working from home. - Undertake any other duties as determined from time-to-time.
<p>Selection Criteria:</p>	<p>1. Demonstrated experience in event coordination and fundraising, ideally in a community-based fundraising/events environment.</p>

	<ol style="list-style-type: none"> 2. Demonstrated experience in CRM/donor management systems and / or third party fundraising platforms and the use of on-line project management programs. 3. High standards of organisational and time management skills, with the capacity to multi-task and proactively identify and meet expectations in a timely manner. 4. Excellent written, oral communication and interpersonal skills, including the ability to communicate effectively with colleagues, volunteers and stakeholders at all levels. 5. Ability to work independently in a small regional team and contribute collaboratively to a high-performing statewide engagement and fundraising team.
<p>Essential Requirements:</p>	<p>Satisfactory National Police Check.</p> <p>Current driver's licence.</p> <p>Ability to occasionally work out of hours work and / or to undertake occasional intrastate travel to attend volunteer committee meeting members, and Gala and Relay For Life events.</p> <p>Ability to commit to Cancer Council Tasmania objectives, including the promotion of Quit Tasmania's vision of a Tasmania free from the harmful effects of tobacco and related products, including e-cigarettes.</p>

Competency Framework – Fundraising & Events Coordinator (North-West)			
Personal Attributes		Relationships	
Adapt and Respond to Change	4	Communicate Effectively	4
Display Resilience	4	Commitment to Customer Service	4
Act with Integrity	4	Influence and Negotiate	3
Manage Self	4	Work Collaboratively	4
Results		Business Support	
Deliver Results	3	Finance	2
Plan and Prioritise	3	Technology	3
Think and Solve Problems	3	Procurement and Contract Management	2
		Project Management	3
Demonstrate Accountability		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 - Foundational	
People Leadership and Management	3		
Lead, and Develop People	2		
Inspire Direction and Purpose	3		
Optimise Business Outcomes	3		
Manage Reform and Change	3		

It is agreed that these are the primary requirements for the position of Fundraising & Events Coordinator (North-West). However, there is an expectation that this position may perform, or learn other duties, as required by Cancer Council Tasmania. Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the Director therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____

Fundraising & Events Coordinator (North-West)

Director Signature _____ Date _____

Director Engagement & Fundraising