

# Position Description

<b>TITLE OF POSITION:</b>	<b>PARTNERSHIPS AND EVENTS OFFICER</b>
<b>POSITION TYPE:</b>	<b>FULL TIME, FIXED-TERM CONTRACT</b>
<b>TEAM:</b>	<b>STRATEGY AND OPERATIONS</b>
<b>REPORTS TO:</b>	<b>FUNDRAISING AND PARTNERSHIPS MANAGER</b>
<b>DIRECT REPORTS:</b>	<b>NONE</b>
<b>LOCATION:</b>	<b>MELBOURNE</b>
<b>DATE ESTABLISHED:</b>	<b>AUGUST 2018</b>

## ABOUT NO TO VIOLENCE

No to Violence works to bring about the changes our community needs to eliminate men's use of family violence. For 25 years, we have been working directly with men who use family violence to support them to change. Our expertise in their behaviour, attitudes and choices has enabled us to develop standards, programs and training, and lead policy development. At the centre of our work is the safety of partners, women and children, as by ending men's violence families can have happier, safer and more fulfilled lives.

## PURPOSE OF THE POSITION

Reporting to the Fundraising and Partnerships Manager, the Partnerships and Events Officer will build relationships, support business development and deliver events to support No To Violence in achieving its vision of ending men's family violence.

The Partnerships and Events Officer will generate revenue growth through business development and fundraising activities. The role will also support the development of partnerships with key external stakeholders. Event planning and delivery, including conferences, forums and other events, will also be fulfilled by this role.

This role will contribute to all aspects of event planning, fundraising and business development, including identifying opportunities, ensuring compliance, and developing applications, reporting and acquittals. This role will also manage donor and stakeholder data using a range of systems including a CRM. The role will work closely with the Communications Team and the Practice and Learning Team.

The role is based in Melbourne. Regional and interstate travel will be required from time to time.

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KEY RESULT AREAS	
KEY AREA	KEY ROLES AND RESPONSIBILITIES
<b><i>PARTNERSHIPS ACTIVITY</i></b>	<ul style="list-style-type: none"> <li>• Develop and maintain a stakeholder map, including community and business sectors, and work across teams to identify gaps, opportunities and risks</li> <li>• Research opportunities for income generation, including Commonwealth, State and Local Government funding; philanthropic grants; major donors; regular giving; community fundraising; corporate giving; events; and fee-for-service offerings</li> <li>• Develop and maintain a prioritised grants calendar</li> <li>• Comply with fundraising policies and procedures to ensure compliance with fundraising legislation</li> <li>• Collaborate with the Practice and Learning Team to identify projects and programs requiring funding, and opportunities for partnerships and events</li> <li>• Prepare documentation, including grant and tender applications, MOUs, proposals and reports</li> <li>• Contribute to the development of a CRM and manage and maintain all stakeholder data</li> <li>• Deliver activities to achieve growth and sustainability targets, and build and strengthen key external relationships</li> </ul>
<b><i>EVENT MANAGEMENT</i></b>	<ul style="list-style-type: none"> <li>• Plan and deliver events, including conferences, forums and other events, from start to finish, within set parameters for budget and timeframe</li> <li>• Liaise with external agencies as required to deliver events</li> <li>• Work with teams across the organisation to identify content, audiences and desired outcomes</li> </ul>
<b><i>COLLABORATION AND DEVELOPMENT</i></b>	<ul style="list-style-type: none"> <li>• Work with the Fundraising and Partnerships Manager to bring about continuous improvement through work plans, training, professional development, and participation in feedback and appraisal processes</li> <li>• Work with the Communications Team, including updates to the organisation's website, developing collateral in line with organisational branding and engaging with stakeholders</li> <li>• Remain up-to-date in your knowledge of the Family Violence sector and allied sectors, and in business development, partnership and fundraising opportunities and best practice</li> </ul>

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## EXPERIENCE AND QUALIFICATIONS:

### ESSENTIAL:

- Experience in business development and / or fundraising
- Proven ability to plan and deliver high quality events
- Excellent ability to communicate verbally and in writing with a diverse range of stakeholders and for a variety of purposes
- Knowledge of managing stakeholder data (CRM)
- Ability to work independently to manage projects successfully and to tight deadlines
- Ability to work collaboratively across teams

### DESIRABLE:

- Experience in grant writing
- Experience in preparing contracts and / or MOUs
- An understanding of the gendered nature of family violence and the need for appropriate responses through working with men

## SKILLS, KNOWLEDGE AND EXPERIENCE:

<i>Technical skills</i>	<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication skills, and presentation skills</li> <li>▪ Demonstrated capacity to work to deadlines, tight timeframes, and to a high standard</li> <li>▪ Excellent project management, planning and organisational skills</li> </ul>
<i>Professional Knowledge</i>	<ul style="list-style-type: none"> <li>▪ Understanding of fundraising</li> <li>▪ Skilled in planning and delivering events</li> </ul>
<i>Office Skills</i>	<ul style="list-style-type: none"> <li>▪ Technologically literate</li> <li>▪ Competent in the use of MS Office software, particularly Outlook, Word and Excel</li> <li>▪ Skilled in managing data and using CRM</li> </ul>
<i>General Abilities</i>	<ul style="list-style-type: none"> <li>▪ Strong interpersonal skills</li> <li>▪ Excellent time management skills</li> <li>▪ Exceptional attention to detail</li> </ul>

## OTHER REQUIREMENTS

All employees of No To Violence are required to:

- Adhere to, and comply with our organisational policies, processes and procedures, using appropriate systems where required
- Model the organisation's values and associated behaviours, including a positive contribution to workplace harmony and displaying cooperative team behavior

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- Commit to working inclusively with Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse communities, LGBTI people and people with disabilities
- Proactively communicate, identify, report, assess OHS related risks and hazards
- Be legally entitled to work in Australia
- Have a current Australian police check (and international where applicable), and current Working With Children Check (applicable roles only)

## PERSONAL ATTRIBUTES

- Decisiveness, drive and commitment
- Relationship building with a strong client service focus
- Developing self and others
- Empathy and cultural awareness
- Commitment to No to Violence's values and culture
- Ability to observe confidentiality, use discretion and initiative and work in a professional and ethical manner at all times
- Positive and enthusiastic attitude
- Confident with a high degree of motivation and initiative

## ESSENTIAL SKILLS

<b>Leadership</b>	Strong leadership skills and the ability to develop effective working relationships with external stakeholders, government departments, staff and Board
<b>Management</b>	Proven skills in managing day to day operations in a busy working environment
<b>Integrity</b>	Maintains the highest standard of personal conduct in performing all duties
<b>Reliability</b>	Can be relied and depended on to get the job done
<b>Accountability</b>	A willingness to challenge and be challenged
<b>Commitment</b>	A strong focus on delivering the best outcomes for service users and their families; members; partners; funders; and others involved with No to Violence. A positive and enthusiastic attitude.

Signature of Job Holder \_\_\_\_\_ Date signed \_\_\_\_\_