

POSITION DESCRIPTION

Position Title	Events Coordinator (Part time, Maternity Leave Cover)
Position Status	Fixed Term Contract
Reports To	Fundraising & Communications Manager
Department	Fundraising & Communications
Location	165 – 169 Brunswick St, Fitzroy VIC
Direct Reports	Nil
Date Reviewed	08/01/21
Next Review Date	N/A

Mission Statement

Inspired by the spirit of the Daughters of Charity, St Mary's House of Welcome seeks to further Social Justice by standing with disadvantaged people offering support, solutions, and hope.

Vision

St. Mary's House of Welcome will be universally acknowledged as a professional, cost efficient and effective organisation providing relevant services to the homeless and disadvantaged in accordance with the Vincentian Spirit.

Leading practice, effective partnerships, industry connectedness, secure public and private funding and the pursuit of opportunities to establish satellite services will be operating hallmarks.

St. Mary's House of Welcome will be a voice for its clients, a fearless advocate for their rights with a commitment to empowerment and restoring independence.

Values

Respect | Relationships | Welcoming | Hopefulness | Responsiveness

POSITION PURPOSE

Reporting to the Fundraising and Communications Manager, and working closely with other members of the Fundraising & Communications team (including volunteers) and external stakeholders, the Events Coordinator works to ensure the financial and operational success of all fundraising activities and events against budget and KPI targets.

KPI's and targets will be set and updated annually, with assessments of performance against targets to be made by the Fundraising and Communications Manager on a quarterly basis.

The role requires a highly experienced, innovative professional with a proactive people engagement and highly professional working style to promote the Mission, policies and practices of the organisation. The incumbent will be accountable and responsible achieving successful outcomes that positively impact on the revenue, growth and image of St Mary's House of Welcome (SMHOW) as an organisation.

SPECIFIC ACCOUNTABILITIES

Include but are not limited to:

Events

- Working under the direction of the Fundraising & Communications Manager, and with a spirit of innovation and growth, develop, plan, implement and evaluate all new and existing SMHOW fundraising events
- Planning for growth in event profile, participation rates, and net income raised through existing events and activities
- Delivering events/campaigns within budget ensuring maximum return on investment which meets or exceeds budgeted net income targets
- Setting, communicating and maintaining comprehensive project plans and records, for each fundraising event and activity including, but not limited to: budgets, timelines, risk assessments, marketing plan and post-event analysis and evaluation
- Managing and overseeing event ticketing sales
- Coordinating the procurement of high-quality prizes for various events
- Working with the Senior Coordinator Mission and People to recruit and manage volunteers assigned to events/campaigns
- Liaising with speakers, performers, MCs, venues, AV companies and other suppliers
- Providing regular, timely reports and updates on progress of event planning to the Fundraising & Communications Manager, highlighting any risk
- Maintaining and developing SMHOW community and supplier relationships

Organisational Culture

- Proactively foster a culture of commitment to continuous improvement and strengthen and maintain a team-based approach
- Providing project support for the implementation of elements of the organisation's strategic plan relating to the role's areas of accountability, including the development of new initiatives, policies and procedures
- Reviewing and evaluating activities, effectiveness and outcomes. Assisting in formulating future directions and supporting tactical initiatives

Documentation & Reporting

- Producing project plans as required
- Maintaining detailed and accurate records relating to costs/expenditure, benefits and outcomes for all fundraising events activities
- Preparing and providing accurate and timely reports relating to all fundraising events, programs and activities
- Ensuring data accuracy

Other ad-hoc tasks

Participate in ad hoc projects as assigned from time to time

<ul style="list-style-type: none"> • Ensure compliance with all relevant Federal and State fundraising legislation • Adhere to strict standards of confidentiality with regards to all internal information relating to the organisation, its staff, clients and business dealings 	
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POSITION DIMENSIONS / PERFORMANCE TARGETS

Position Dimensions	Performance Targets
Internal and external stakeholder engagement	Positive feedback or improvement areas identified and addressed
Working within all budget and resource allocations	On time and in budget
Run successful Fundraising events and campaigns which meet or exceed budget targets	Increase % untied funds
Successful stakeholder engagement via multiple channels	Increase # people engaged – donors/supporters, funders, clients, social media followers

RELATIONSHIPS

Internal	External
Executive Leadership Team	SMHOW clients, donors, supports and volunteers
SMHOW staff	External service providers and contractors
Board Fundraising Committee	Key stakeholders such as: community groups; local businesses; other NGO's and NFP etc

EXPERIENCE / QUALIFICATIONS

Experience	Qualifications
Minimum 5 years' experience successfully managing large scale fundraising events and projects	Degree or Postgraduate qualifications (or working towards) in fundraising, marketing or communications (desirable)
High level ICT skills including MS office suite	Membership of Fundraising Institute of Australia (desirable)
Proven project management experience	
Proven ability to provide detailed evaluation of event results and ability to interpret findings and recommend solutions for continual improvement in financial performance and participant satisfaction	

SKILLS

Excellent communication and presentation skills – both verbal and written	Well-developed interpersonal, conflict resolution and mediation skills and a high level of EQ that underpins the ability to develop and maintain effective productive working relationships with others
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High level proficiency in planning skills	Highly effective report writing skills
Ability to juggle multiple tasks to deadlines and with limited resources	Proven ability to look beyond immediate operational requirements and plan for the future on a holistic and strategic level
Champion change and continuous improvement with the organisation to ensure best practice in business processes, systems, job roles and technology	

KEY LEADERSHIP COMPETENCIES

Choose Correctly	Perform the Work
Serve the Stakeholder	Strive for Results
Improve Performance	Communicate with Others
Relate to Others	Adapt and Learn from Experience
Perform Ethically	

NOTES

- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The Company may require you to undertake additional responsibility's or work in other areas to those outlined in this position description subject to business requirements and your skills and competencies.
- A statutory requirement of every role requires that you ensure awareness and compliance with all relevant legislation that impact your work area, such as Work, Health.
- You must ensure that:
 - all activities are conducted in accordance with relevant Company policies, procedures and practices;
 - uphold ethical standards and values and act with honesty, integrity and good faith at all times;
 - ensure that you act in ways that advance the organisation's objectives, values and reputation.

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description.

Signed: _____

Date: ___/___/___

Manager Name: _____

Date: ___/___/___

Signature: _____