



Events & Marketing Coordinator

Team/Division	National
Reports To	National Events & Partnerships Manager
Employment status	0.6 EFT
Key relationships	Marketing and Communications Manager, National Events & Partnership Manager, Purpose & Impact Coordinator
Location of role	Sydney (part-time working from office and home)

Overview

The Funding Network

The Funding Network (TFN) Australia brings people together to find, fund and support grassroots social change programs that directly help people in need. Through our interactive live crowdfunding events, TFN connects grassroots non-profits (NFPs) to people and organisations interested in investing their money, time and talent to drive social change. This increases the ability of the non-profit sector to deliver life-changing services while spreading the joy of giving and deepening community engagement. Since 2013, TFN has generated over \$15.5 million for 367 non-profit programs.

The Funding Network Vision

A more equal society, with a social sector that has access to the connections and resources it needs to thrive.

The Funding Network Purpose

To build the capacity of grassroots non-profits, deepen the culture of giving and facilitate greater community engagement.

The Funding Network Values

- Work together to help others
- Love what we do and believe in what we can achieve
- Embrace innovation to create change

The Funding Network Program

[TFN Live](#) Our public live and virtual crowdfunding events program

[TFN Learn](#) We work with our clients to help them run their own private live crowdfunding event or to learn to pitch through our Pitch for Purpose Workshops.



Purpose of the Role

The primary purpose of this role is to support the successful delivery of TFN's flagship and white label events. You'll provide administration and operations support for our Events and Marketing team as our calendar of in-person and virtual events continue to grow. We are looking for a highly organised, detail-oriented individual with a passion for social impact to join our passionate and hard-working team.

Key Responsibilities and Tasks
<p>Event Coordination</p> <ul style="list-style-type: none"> • Support the delivery of annual TFN events calendar • Manage internal event tasks calendar • Manage RSVP lists and guest registration • Prepare all event materials adapted from existing templates (MC script, presentation deck) • Coordinate event suppliers and volunteers (photographers, videographers etc.) • Support event management (catering, AV, venue, rehearsals etc.) • Reconciliation and follow up of all pledges following each event • General support for in-person and virtual events and event rehearsals
<p>Marketing</p> <ul style="list-style-type: none"> • Update website content • Manage event listings across platforms (including sending event details for listing on partner websites) • Manage uploading content to YouTube channel • Support development of social media calendar and content • Coordinate the production of post-event video reels • General marketing and communications support
<p>Administration</p> <ul style="list-style-type: none"> • Update and manage event related data in Salesforce and other platforms • General administrative support • Other tasks as required

Capabilities and Experience

- Relevant tertiary qualifications in events, marketing, communications or relevant field experience
- Understanding of the non-profit sector and passion for social change
- Strong organisational skills, including prioritisation and time-management
- Significant personal accountability, with the ability to work with a high level of autonomy as well as work as part of a team
- Excellent communication skills and able to operate professionally and effectively at all levels
- Proficiency in MS Office Suite (Word, PowerPoint & Excel) and GSuite (GDrive, GSheets, Google Docs)
- Good working knowledge of digital and social media platforms



- Familiarity with Salesforce and marketing platforms such as Hootsuite, Campaign Monitor and HubSpot

Personal Attributes

- Attention to detail and accuracy
- Resourceful and agile
- Self-motivated with a 'can do' attitude
- Committed to social change
- Highly organised
- Keen to learn from those around you
- Willingness to undertake administrative tasks, large and small
- Ability to work well with others under pressure
- Flexibility to accommodate evening events/event rehearsals and ability to travel domestically as required.

The ideal candidate will be able to work 3 set days a week (Tues/Weds/Thurs or Weds/Thurs/Fri) with the flexibility to adjust hours based on event scheduling and post-event tasks.

The Funding Network is an equal opportunities employer.

www.thefundingnetwork.com.au