

POSITION DESCRIPTION	
Title	Events & Community Fundraising Manager
Status	Fulltime 12 month Parental Leave contract
Unit	Communications & Public Affairs (temporary) Fundraising
Reporting to	Head of Communications and Public Affairs (temporary) Head of Fundraising, Appeals, Events & Community Fundraising (once returned from parental leave, October 2021)
Position Reporting to Role	Community Fundraising & Events Coordinator
Location	Level 8, 120 Sussex Street Sydney NSW 2000
Position Statement	The Events & Community Fundraising Manager leads on the design and delivery of Australia for UNHCR's events and community fundraising to build engagement with donors, partners and supporters and to generate income in line with strategy and targets.
Accountabilities and Responsibilities	
Organisational Management	<ul style="list-style-type: none"> • Develop and implement the event and community fundraising strategy to maximise participant growth and revenue • In collaboration with the Head of produce the events and community fundraising annual plans and budget • Manage and report on the events and community fundraising annual budget • Provide leadership to the Community Fundraising & Events Coordinator, monitor performance and provide feedback. Initiate regular 121s and conduct annual review • Liaise with key stakeholders including the A4U Board and National Director to ensure success of the events • Work with volunteers to support all community fundraising and events throughout the year • Contribute to organisational projects as required
Event Management	<ul style="list-style-type: none"> • Develop and execute end-to-end event marketing plans for A4U's events (digital, in-person and hybrid) • Achieve the annual events fundraising income targets within budget • Manage all aspects of event coordination, including briefing and working with internal and external stakeholders and teams • Work with external speakers and UNHCR global staff for all events • Provide inputs to and update the World Refugee Day (WRD) Event Master plan • Work with the Communications team to create PR and media interest around signature events

	<ul style="list-style-type: none"> • Source and negotiate suppliers and resources for events including (but not limited to) venue, technical, catering, etc. • Ensure stewardship of all event participants, with the assistance of team members • Conduct detailed risk analysis for events • Ensure event information and promotion is maintained and updated across various channels • Provide event support to other teams when required • Work with the communications and content team to produce event promotion eDMs and coordinate all internal sign-offs • Manage all post-event communications, including surveys, emails, thank you letters, images, and plaques for speakers • Working with key business units including BI, Fundraising and PPH, develop post-event reporting & analysis • Proactive relationship development, nurturing and management of event committees, speakers, volunteers and other stakeholders
Community Fundraising	<ul style="list-style-type: none"> • Manage the annual community fundraising budget • Explore new and innovative ways to increase interest in community fundraising, • Develop, adapt and evolve plans to ensure community fundraising targets are achieved and opportunities for growth are maximised • Project manage and execute the Community Fundraising plans and programs, including but not limited to, data management, participant and volunteer journey and communications, collateral, marketing plans, risk management, logistics and processes when needed. • Work with the Events and Community Fundraising Coordinator to project manage third-party community fundraising events such as City2Surf and Run Melbourne. • Attend community fundraising events both in NSW and interstate, as required. • Give talks and presentations to local organisations i.e. schools, rotary clubs, community organisations, etc. to increase awareness of and support for Australia for UNHCR activities • Work with external communities, including diaspora communities to hold fundraisers throughout the year • Communicate regularly with all appropriate community-based organisations regarding events and community fundraising activities • Develop proactive strategies to retain and re-engage/reactivate community fundraisers
Organisational Responsibility	<ul style="list-style-type: none"> • Demonstrate an active and dedicated commitment to the A4U's Mission, Vision and core principles • Comply with A4U's Policies and Procedures • Observe all legal and legislative requirements • Assist in the development of, and participate in A4U's initiatives, projects and events • Cultivate productive and collaborative working relationships and outcomes through open and inclusive planning, continuous information sharing and transparent work practices • Liaise with others in a professional, respectful, constructive manner • Ensure a high level of confidentiality and integrity

Selection Criteria	
Essential Qualities	<ul style="list-style-type: none"> • Proven track record in event management (minimum 5 years), including the ability to design and deliver events that are highly profitable and engaging • Previous community fundraising experience • Project management experience • Experience with both physical and online events using various platforms • Excellent communication skills both verbal and written • Excellent public speaking skills • High level of attention to detail • The ability to manage financial records, to work within budget and provide necessary reports • Strong organisational skills • Proficient with Microsoft Office, including advanced Excel and PowerPoint • Ability to multi-task, work autonomously and use your initiative
Desirable Qualities	<ul style="list-style-type: none"> • Previous experience within not-for-profit sector would be advantageous • Experience in database management (ideally Raisers Edge) • Tertiary qualifications in Event Management, Marketing or Communications • Experience with Raisley, Humanitix, Photoshop, Salesforce
Person Specifications	<ul style="list-style-type: none"> • Creative thinker with ability to turn ideas into reality. • Ability to manage several different tasks concurrently • Strong interpersonal and relationship management skills • Proven ability to develop strong sustainable relationships with internal and external stakeholders • Commitment to a high level of customer service • Excellent organisational skills • Willingness to work as part of a team, share information and expertise • Highly motivated and have the ability to motivate others • Ability to multi-task across a number of priorities • Acts with integrity, honesty and credibility • Ability to work under pressure • Open, friendly and approachable • Demonstrated initiative and proactive approach • Results-driven
Key Competencies	<ul style="list-style-type: none"> • Communication • Self-motivated • Planning and organising • Results-orientated • Teamwork