

17 January 2022

Kim for Canberra: Hiring Operations Manager

Now that *Kim for Canberra* is in its final stage of registration with the AEC, *Kim For Canberra* is looking for an operations manager.

This is a full-time, Canberra-based, paid position.

Kim For Canberra is looking for a highly organised individual with excellent project management skills to coordinate the Kim for Canberra campaign from **now** until the Election.

The successful application will:

- Work closely with Kim to provide inspired leadership to the Kim For Canberra campaign team and volunteer base
- Provide organisational strategy and direction for implementing the campaign objectives
- Oversee and manage the different campaign teams including communications, administration, fundraising, volunteers, events etc
- Provide organisational and administrative direction and support to the different campaign teams
- Implement and review operational policies and procedures
- Assist with recruiting when necessary
- Help promote the Kim For Canberra culture
- Oversee budgeting, reporting, planning, and auditing
- Work with senior stakeholders
- Work with advisors to ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations
- Identify and address problems and opportunities for the campaign
- Build alliances and partnerships.

Operations manager requirements:

- Be inspired by Kim's decision to run as an independent for the Senate and be eager to be part of the team to make it happen!
- Experience in political campaigning and or equivalent social movement or other relevant campaigning
- Experience in project management, operations, and leadership
- Understanding of general finance and budgeting, including profit and loss, balance sheet, and cash-flow management
- Ability to build consensus and relationships among campaign employees, volunteers and key stakeholders
- Build strong relationships and networks with media, and relevant community groups
- Excellent communication and interpersonal skills
- Solid understanding of financial management.

Applicants should send a CV and cover letter to info@Kim4Canberra.com.au by **Monday 24th January 2022**.

Any questions can be answered by calling 0437 000 508