



### Position Description

#### **Community Engagement, Fundraising and Events (Broome, WA)**

(Part-time role: 0.6FTE)

Level 4 Salary range \$73,203 to \$77,045 (1FTE) pro rata + 10% superannuation

18 months contract

5 weeks annual leave including 17.5% loading

PLUS 1 bonus week between Christmas and New Year

Relocation Allowance \$2,000

Commencement: ASAP

**Applications close: 7<sup>th</sup> June 2022**

The Kimberley is known the world over as one the last remaining regions yet to be impacted by industrialisation and urbanisation. It has intact landscapes that are unlike any others in the world. The coast is in the top 4% of most intact marine areas on the planet and the tropical savannah here is the least damaged. Despite this, significant challenges face us in ensuring the protection of the region.

### About the organisation

**Environs Kimberley** (or EK) is the Kimberley's peak environmental not-for-profit organisation. Established in 1996 to protect the Fitzroy River, we now work across the region to provide a strong voice in support of responsible development that is locally based and compatible with the qualities and values of this special part of the world.

Working in partnership with communities, landholders and land managers, especially Aboriginal traditional owners and their ranger groups, we work to tackle local challenges through scientific research, monitoring, community-based planning and management.

We advocate for environmental protection while working collaboratively on the ground tackling threats and increasing community capacity to deal with them.

Environs Kimberley embraces flexible, family-friendly workplace arrangements that allow our staff to have a healthy work-life balance. The Environs Kimberley community is welcoming and supportive and we value our happy and inclusive workplace culture.

### About the role

We are looking for a passionate person with excellent organisational and people skills to fill the part-time role of Community Engagement, Fundraising and Events **based in Broome**.

The role includes organising fundraising and awareness raising events:

- EK Art Auction both live and online, procuring over 100 high quality Kimberley artworks;
- Concerts with high calibre performing artists with 300 to over 1,000 patrons;
- Fundraising raffles

Other aspects of the role include:

- Membership and donation management
- Coordination of the production and distribution of the EK Newsletter and annual report
- Managing EK merchandise and sales
- Supporting other fundraising work with major donors

EK relies heavily on volunteers and is building an intern programme. The role requires managing volunteers and interns including training and induction for events and the weekly EK market stall.

We are increasing our range of merchandise and the role will produce new merchandise in collaboration with other staff. Actioning new fundraising and business opportunities will also be part of the responsibilities.

Other aspects of the job are organisational governance and meeting management including organising and managing the Annual General Meeting and monthly staff meetings.

The contract being offered is for 18 months at 3 days per week. For 6 weeks around the Art Auction (usually held early August), fulltime work is required.

### **Selection Criteria**

Essential:

- Excellent organisational skills
- Excellent people skills
- Strong communication skills - both verbal and written, ideally in a multiple stakeholder engagement setting
- Demonstrated experience of work in cross-cultural settings
- Event and fundraising experience

Desired:

- Ability to use Nationbuilder software
- Volunteer management experience
- Organisational governance experience

Job requirements

- Provide evidence of completion of a full-course of an Australian government-recognised vaccination against COVID-19.
- Employment screening checks (e.g. Police clearance check).
- Being based in Broome
- C Class Driver's License
- Physically fit

## **Position Description**

### **Events and Fundraising Management:**

- Organising EK Art Auctions (Broome, online and other potential locations)
- Organising the 'Concert for the Kimberley' and other fundraising concerts
- Organising fundraising raffles
- Other organisational events
- Major donor support for Director

### **Database and Supporter Management, including:**

- Maintaining and utilising Nationbuilder database
- Membership management
- Donation management

### **Volunteer Management**

- Managing organisational volunteers and interns

### **EK Market stall**

- Organising weekly EK Market Stall April to Dec

### **EK Merchandise**

- Producing new EK merchandise
- Managing the EK Shop and online sales

### **EK Newsletter (3 x per year)**

- Production and distribution of EK News

### **EK Annual Report**

- Production and distribution of EK Annual Report

### **Meeting Management**

- Board and Staff meeting management and communication

### **Organisational Governance**

- Organising Annual General Meeting
- Ensuring organisational compliance with statutory requirements

### **Fundraising and New Business Development**

- Exploring and assessing new fundraising and business opportunities in consultation with the *Income Working Group*

### **General Admin Duties**

- Answering phones, checking and posting mail etc.

### **Other duties as directed by the director**

**Remuneration and Contract**

18-month contract.

Level 4 Remuneration range - range \$73,203 to \$77,045 (1FTE) pro rata dependent on experience.

**How to Apply:**

**Applications close on 7<sup>th</sup> June 2022**

Please ensure your application includes:

1. A CV with details of two referees
2. A cover letter that addresses your skills and experiences relevant to the key selection criteria. We encourage you to highlight any other additional desirable skills and experiences (no more than 4 pages).

**Aboriginal and Torres Strait Islander candidates are encouraged to apply.**

Please direct applications or enquiries to: Christine on (08) 9192 1922 or [finance@environskimberley.org.au](mailto:finance@environskimberley.org.au)