

## Position Description

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### Events and Fundraising Specialist

<b>Location:</b>	Brisbane	<b>Reports To:</b>	Executive Director / Fundraising & Development Manager
<b>PD Date:</b>	August 2022	<b>Salary Range:</b>	Negotiated

#### About us

Act for Kids is a prominent provider of prevention, professional therapy and support services for children who have suffered abuse and support for families at risk. With over 25 centres nationally, we have supported thousands of children and their families for more than 30 years. In 2020 - 2021 we provided services to 40,360 people, including over 25,900 children.

Our unique multidisciplinary teams provide integrated therapy, sexual abuse counselling, safe houses in remote Indigenous communities, information, advice and referral services, intensive family support and preschools designed for children with additional development needs to ensure we set them up for success at school.

#### About our commitment

- Our vision is that all kids have a safe and happy childhood, free from abuse and neglect.
- We are a child safe organisation and all children who come into contact with our services will be provided with a welcoming and safe service.
- We prioritise working with Aboriginal and Torres Strait Islander peoples to grow our cultural expertise and deliver excellent services to children, families and communities.
- We endeavour to provide a work environment that ensures the health, safety and wellbeing of all team members is embedded in our everyday work practices.

#### About our values

At Act for Kids our exceptional organisational culture is aligned to our values. You will be part of a **team** that is **professional, ethical, caring, courageous** and **collaborative** and we expect you to demonstrate these behaviours throughout your career with us.

#### About the position

The Events and Fundraising Specialist is responsible for developing and managing the Act for Kids events calendar, including the annual gala ball, local and national treks, and special events gift wrapping campaigns. This role will also work closely with external corporate members to deliver on behalf of events and networking functions, including golf days, lunches, and trivia nights.

In addition, the Events and Fundraising Specialist will develop new initiatives, including planning and executing virtual events and activities both locally and nationally, to achieve fundraising revenue targets with a strong focus on return on investment (ROI).

#### Key responsibilities

##### *Events Management*

- In collaboration with the Fundraising and Development Manager or other team members to research, plan, execute, support and evaluate the delivery of Act for Kids events and on behalf of events to achieve Act for Kids objectives.
- Identify opportunities for corporate sponsorship associated with fundraising and promotional activities.

### *Act for Kids Events*

- Profit and loss development and management of all expenses associated with activity, including processing of invoices and working within budget constraints for each event.
- Stakeholder development and engagement capability, ensuring long-term productive working relationships.
- In collaboration with management, identify opportunities for corporate sponsorship associated with fundraising and/or promotional activities.
- Liaise with marketing and communications team to ensure adequate promotion of events.
- Prepare action/management plans for events e.g. Act for Kids gala ball.
- Develop and implement event 'run sheets'.
- Ensure a continuous supply of prizes are available for use at Act for Kids events and on behalf of community events.
- Contribute and co-ordinate virtual fundraising events.
- Proactively contact and source probono prizes from various organisations to help Act for Kids raise money.

### *On Behalf Of & Community Events*

- Actively seek, manage and develop on behalf of opportunities with businesses and community groups.
- Ensure a high level of communication with external organisers of events.
- Develop key on behalf of events that can be packaged (franchised) e.g. Trivia Nights, Golf Days.

### *Volunteers*

- Coordinate event volunteers including recruitment, induction, rostering and ensuring appropriate police and/or working with children checks are completed.

### *Systems & Processes*

- Obtain any council approvals, permits, licences, hire of facilities and insurances pertaining to planned events or activities.
- Manage a database of contacts (within the CRM Raisers Edge) to enable effective monthly reporting on Act for Kids and on behalf of events.
- Work on event ticketing through Raisers Edge.
- Source and organise venues, entertainment, ticketing options and sales.
- Propose new ideas to improve the event planning and implementation process.
- Develop systems to effectively manage multiple projects/events.
- Post event - follow up, ensure Thank Yous are provided to stakeholders, write evaluation reports and recommendations on events.

### *Other*

- Comply with all Act for Kids policies and procedures.
- Maintain confidentiality and privacy in all matters relating to team members, clients, and procedures.
- Fulfil other tasks that your manager/s may reasonably ask you to perform.
- Perform any tasks as directed subject to business conditions.
- Act as a client/customer focused, values based team member and work collaboratively with other staff to achieve strong results across all activities at Act for Kids.
- Ensure behaviour during all work interactions is aligned to our values of being *professional, ethical, team oriented, caring, courageous* and *collaborative*.

### **About you**

#### **Qualifications**

- Relevant tertiary qualifications (events, marketing, public relations, management or similar).

***Skills and experience***

- Self-starter with experience in a similar role managing large scale events within a corporate environment.
- Excellent people skills, including the ability to engage and establish rapport with people at all levels.
- Demonstrate exceptional written, verbal and interpersonal communication skills.
- Strong computer skills especially in excel.
- Understanding of event orders and event design.
- Ability to understand CRM systems and requirements for events.
- Strong analytical, collaboration and negotiation skills.
- Exceptional time management skills with ability to manage multiple projects simultaneously.
- Self-motivation and independence, but also the ability to work as part of a team.
- Demonstrated high level of enthusiasm, flexibility, adaptability, innovation, with a focus on getting results.

***Other requirements***

- Eligibility for a positive Working with Children Check in the applicable state of employment in Australia or exemption based on professional qualifications and registration.
- Ability and willingness to work a variety of hours with events, including after work and occasional weekends.
- Current driver's licence.
- Fully vaccinated with the prescribed doses of an approved vaccine against COVID-19 or have an approved medical exemption.
- Applicants must be eligible to legally work in Australia and proof of eligibility may be requested.