

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	[Events Manager]
Division:	[Fundraising and Marketing]
Reports to:	[Senior Manager, Premium Supporters]
Position Purpose:	<p>[The purpose of the Events Manager role is to plan, manage and evaluate a portfolio of events across fundraising including Bequests, Major Gifts, Corporate Partnerships and Christian events.</p> <p>The key accountability for this role is to achieve acquisition and retention targets for donors through events, with the aim to grow revenue across the fundraising functions.</p> <p>The Event Manager is a full time, permanent position.]</p>

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Event strategy and calendar
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • [Develop the annual events strategy to meet fundraising objectives • Develop and manage calendar of events such as breakfast seminars, Bequest morning tea presentations and corporate boardroom lunches 	<ul style="list-style-type: none"> • [Events annual strategy is developed and signed off by the Senior Manager, Premium Supporters and General Manager, Fundraising and Marketing • Calendar of events is created in consultation with Fundraising and

<ul style="list-style-type: none"> Develop and manage the annual events budget] 	<p>Marketing Leadership team and other stakeholders</p> <ul style="list-style-type: none"> Events budget is created and managed within approved fundraising targets]
Key Result Area 2	<i>Event planning and execution</i>
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Develop event brief including individual event goals, objectives, marketing collateral requirements and budget Manage event preparation including budget, marketing briefs, task list, venue and speaker research and selection, invite and RSVP process with support from the team coordinators Track attendees to ensure leads can be followed up Execute events as per event plan including venue management, set up (if required) and risk management Issue and risk management] 	<ul style="list-style-type: none"> Event briefs are created within the agreed timeframes Events plans are completed and circulated and updated as part of the event preparation Events are executed on time and within budget Risks and issues are identified, managed and escalated according to agreed process, and an issues and risks log is maintained.
Key Result Area 3	<i>Event review and evaluation</i>
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Manage Post Implementation Review (PIR) process Create and maintain PIR register Ensure events follow up process and review is adhered to track success of events] 	<ul style="list-style-type: none"> PIRs are completed for all events and circulated to stakeholders within an agreed timeframe PIR register is created and maintained Opportunities of event touch points are capitalised and part of wider supporter journey for potential and existing supporters]
Key Result Area 4	<i>Stakeholder management</i>
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Select and confirm business owner for each event Manage and consult with internal and external stakeholders Work with coordinators within each team to ensure event administrative requirements are met Recruit volunteers to assist in preparation and execution of events through cooperation with the volunteering team] 	<ul style="list-style-type: none"> Business owners are consulted and agreed during event briefing stage Internal and external stakeholders are informed and engaged in event process Team coordinators are informed and complete event administrative tasks Volunteers recruited as appropriate]

Key Result Area 5	<i>Donor acquisition and retention</i>
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • [Achieve events donor acquisition and retention targets through development of objectives including targeting of invitees] 	<ul style="list-style-type: none"> • [Events acquisition and retention targets met as agreed in KPIs]

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace ;
- Ensure required workplace health and safety actions are completed as required ;
- Participate in learning and development programs about workplace health and safety ;
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Purpose and Values

- Actively support Mission Australia’s purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety;
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries;
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards;
- Actively support Mission Australia’s Reconciliation Action Plan;
- Ensure all fundraising materials and practices comply with relevant national and state fundraising legislation.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- [Strong events professional with relevant tertiary qualifications; result and solution driven with a great focus on client service and satisfaction;
- Minimum 5 years’ experience in an events management role, preferably in a fundraising, sponsoring or community services environment, managing client engagement events;
- Experience working with Christian churches, communities or donors and a sound understanding of Christian concepts and content to be able to effectively engage with Christian audiences;

- Proven ability to build strong, respectful and robust relationships with stakeholders, and a track record of achieving event targets within set timeframes and with limited resources;
- Accountable, with good financial acumen, analytical and interpretive skills;
- A team player with strong work ethic, a positive attitude, a high degree of professionalism, discretion and confidentiality;
- Well-presented with impeccable attention to detail and timing/timelines;
- Excellent interpersonal skills, outstanding presentation and negotiation skills;
- Well-developed written and verbal communication skills, good command of Microsoft Office .

Key challenges of the role

- To work with multiple internal stakeholders of different levels and from different areas of the business to achieve rapid growth in the supporter events space ;
- To multiple manage events end to end sometimes concurrently, with the support of business owners in each team;
- To ensure that the overall event objectives of supporter acquisition and nurture are kept at the heart of the program, despite secondary goals from other areas of the business being included .

Compliance checks required

Working with Children	<input type="checkbox"/>
National Police Check	<input checked="" type="checkbox"/>
Vulnerable People Check	<input type="checkbox"/>
Drivers Licence	<input type="checkbox"/>
Other (prescribe)	<input type="checkbox"/> _____

]

Approval

Manager name

[Jennifer Cramond

Approval date

July 2018]