

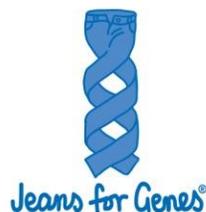
## Fundraising, Events and Volunteer Lead

- **An exciting opportunity to work on events for the iconic Jeans for Genes brand and internationally respected Children's Medical Research Institute**
- **Make an important contribution to the health of children through medical research**
- **Bring your competencies in event management to raise vital funds and awareness for research into childhood genetic disease**

Children's Medical Research Institute (CMRI) was Australia's first dedicated paediatric research facility and is now one of the world's most highly regarded independent medical research centres. Our research focuses on the areas of embryonic development and birth defects, cancer, neuroscience and gene therapy and we have a strong international reputation based on our research outcomes. It is also home to the world-first proteomics project, ProCan, which is changing the way cancer is diagnosed and treated. CMRI's research programs are supported by state of the art facilities and committed research and support staff. Our achievements are made possible by a loyal network of community supporters, highly engaged donors and the very successful Jeans for Genes® fundraising campaign.

We are looking for a Fundraising, Events and Volunteer Lead with 3-5 years' experience in fundraising and/or event management. You will be joining a dynamic fundraising team in an exciting growth period. You will support the Fundraising Manager in the coordination of all CMRI key stakeholder events including the Jeans for Genes gala Denim Dinner, Building Foundation events, trade shows and other key supporter/major donor events. The role involves assessing and meeting the organisation's needs through the recruitment, placement and retention of volunteers.

You will report to the Fundraising Manager and work closely with key stakeholders across the Institute and volunteers. When you join Team CMRI in this Full-Time role, you will be provided with a competitive remuneration package in accordance with qualifications and experience. Additional benefits include the provision of a Public Benevolent Institution salary packaging scheme and participation in an employer-contributed superannuation fund.



Applications should include a cover letter (citing PV1905), curriculum vitae and contact details (phone/email) of three professional referees and be forwarded to [recruitment@cmri.org.au](mailto:recruitment@cmri.org.au)

Closing date for applications is **9am Thursday 28<sup>th</sup> February 2019 (or until position is filled)**.

You are just a few steps away from working to secure the future of our greatest national treasure – our children.



Jeans for Genes®

## JOB DESCRIPTION

<b>Position Title:</b>	Fundraising, Events and Volunteer Lead
<b>Department</b>	Fundraising
<b>Section or Unit:</b>	Events
<b>Reports to:</b>	Fundraising Manager
<b>Number of direct reports:</b>	Nil
<b>Classification Level:</b>	Level 4-5
<b>Work Type:</b>	Administration

## CORE OBJECTIVE

This role supports the Fundraising Manager in the coordination of all CMRI key stakeholder events including the Jeans for Genes gala Denim Dinner, Building Foundation events, trade shows and other key supporter/major donor events. The role involves assessing and meeting the organisation's needs through the recruitment, placement and retention of volunteers.

## ORGANISATIONAL ENVIRONMENT

Children's Medical Research Institute (CMRI) is a world-leading independent research institute dedicated to discovering how to prevent or treat birth defects and diseases such as cancer, epilepsy, and a range of genetic disorders. We focus on four main areas of research: embryonic development and birth defects, cancer, nerve cell signalling, and gene therapy. In addition, CMRI operates CellBank Australia™, Australia's only national repository of cell cultures available to the entire research community, and a major Biomedical Proteomics facility that will help develop improved medicines.

CMRI is a community-based organisation that has enjoyed and relied upon the generous support of the Australian community ever since it was founded more than 50 years ago. The advances we have made would not otherwise have been possible.

## KEY WORKING RELATIONSHIPS

Internal Relationships	External Relationships
Head of Fundraising	Corporate Partners and Sponsors
Fundraising Manager	Major Donors
Broader Fundraising Team	Volunteer Committees including Gala Event Committee and Building Foundation
Marketing and Communications Team	Agency Partners including Event Management Agencies, PR Agencies
Jeans for Genes Campaign Team	Suppliers
	Event Volunteers
Supporter Services Team	

### CORE ACCOUNTABILITIES

Accountability	Outcomes	% of role
1. Event Coordination	<ul style="list-style-type: none"> <li>• Coordinate the following events:               <ol style="list-style-type: none"> <li>1. Jeans for Genes Gala Dinner</li> <li>2. Other Key stakeholder events including business events and major donors</li> <li>3. Coordination of two trades shows, Baby and Toddlers shows in Brisbane, Sydney and Melbourne and The Royal Easter Show in Sydney</li> <li>4. 60 year celebration event</li> <li>5. Other CMRI strategic events</li> </ol> </li> <li>• Work with the Fundraising Manager and broader fundraising team in all aspects of event delivery including running sheets, seating plans, entertainment, theming, technology, catering and ticketing.</li> <li>• Coordinate fundraising activities at events to achieve financial objectives including auctions, donation pledges and raffles.</li> <li>• Develop prospect lists and assist in writing proposals to acquire sponsorship, pro bono support and event prizes.</li> <li>• Help to coordinate staff and volunteer resources.</li> <li>• Engage with donors and potential supporters in front-facing role at events and activations</li> </ul>	30%
2. Volunteer Recruitment	<ul style="list-style-type: none"> <li>• Assess volunteer requirements to support the event portfolio</li> <li>• Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)</li> <li>• Utilise volunteer portal to manage volunteers</li> <li>• Ensure the purpose of the organization and its actions is clearly communicated</li> <li>• Collect information on availabilities and skills</li> <li>• Arrange for appropriate training when needed</li> <li>• Produce schedules for activities</li> <li>• Coordinate teams of volunteers for large-scale actions</li> <li>• Communicate frequently with volunteers to ensure they are satisfied and well-placed</li> <li>• Ensure data team uploads records of volunteers' information and assignments</li> </ul>	30%
3. Communications	<ul style="list-style-type: none"> <li>• Implement tailored communications plans for all events to engage key supporters and event attendees</li> </ul>	15%

	<ul style="list-style-type: none"> <li>• Coordinate lists of prospects to target and all direct communications with supporters including invitations and RSVP management</li> <li>• Work with Fundraising Manager and broader fundraising team as well as the Marcomms Team to develop event collateral including invitations, auction catalogues and running order.</li> </ul>	
4. Relationships	<ul style="list-style-type: none"> <li>• Work with Fundraising Manager and broader fundraising team to develop and strengthen relationships with key supporters including corporate partners and major individual donors to engage through events</li> <li>• Help to maintain relationships with key supporters leading up to and after events through regular contact to keep them engaged year-round</li> <li>• Work with volunteer committee members to help with the planning and implementation of events</li> </ul>	10%
5. Administration and Support	<ul style="list-style-type: none"> <li>• Track income and expenditure against KPIs</li> <li>• Work with Supporter Services Team to manage processing, banking and recognition of ticket sales, donations and auction prizes.</li> <li>• Ensure all supporter data is captured in the database.</li> <li>• Coordinate mailings and email marketing to drive the key stakeholder events program.</li> <li>• Follow up event invitees to confirm final numbers and special requirements.</li> <li>• Represent J4G and CMRI at various functions and fundraising events.</li> </ul>	15%
6. General Requirements	<ul style="list-style-type: none"> <li>• Undertake other duties as requested to support the fundraising efforts of CMRI.</li> <li>• Comply with all CMRI policies, in particular all relevant laws and standards, including OH&amp;S safety standards, professional behavioural standards, charitable fundraising regulations.</li> <li>• Maintain standards of conduct consistent with partner requirements.</li> <li>• Support the vision and values of CMRI in all circumstances.</li> <li>• Do not do anything to bring the image and reputation of CMRI into disrepute.</li> </ul>	

## **AUTHORITIES AND DECISION-MAKING**

The incumbent:

- Can determine the means or process for achieving objectives, standards or guidelines within defined parameters in conjunction with the Fundraising Manager.
- Is expected to adapt to changes in work needs and priorities. This role does require work out of hours and weekends.
- Has the capacity to work independently and use work-related knowledge to contribute to critical issues that affect the team.
- Has no budget or supervisory responsibility.

## **CHALLENGES**

The main challenges for this position include:

- Assisting the Fundraising Manager with the implementation of the events strategy to achieve growth targets.
- Helping to establish new events from scratch to achieve KPIs
- Juggling competing priorities of multiple events to support general fundraising and the building redevelopment campaign
- Tight timeframes and the impact of these on other activities and deadlines.

## WORK HEALTH AND SAFETY

Individuals have the following responsibilities;

- Ensure safe work practices are adopted in any work area and contribute to the development and maintenance of risk assessments and standard operating procedures (SOPs).
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

## REQUIREMENTS

### Education

- Degree and/or Post Graduate qualifications in Marketing, Commerce or related field of study.

### Experience

- 3-5 years' experience in fundraising and/or event management.

### Engagement

- Relationship building skills with multiple stakeholders.
- Experience working with volunteers.

### Capabilities

#### Core

- Demonstrated event planning and coordination
- Good marketing and communications skills.
- High level organisation and planning skills
- Natural relationship builder
- Ability to manage multiple projects at one time with strong coordination skills
- Demonstrated ability to introduce innovative approaches to achieve growth targets
- Good strategy, planning and execution skills.
- Experience developing corporate sponsorship proposals.
- Ability to prioritise own and others work efforts.
- Well-developed problem solving, analytical and liaison skills.
- Strong administration and organisation skills with proven attention to detail.
- High level written and verbal communication skills including confident public speaker.

#### Technical

- High proficiency in the use of the Microsoft Office suite of products.
- Strong event logistics skills.
- Database management experience.

**Other**

- High energy levels.
- Passion for community service and understanding the benefits of the health and welfare of human beings.
- Ability to work in a team and independently.
- Dedicated and enthusiastic work ethic.
- Driver's license.
- Rights to work in Australia.
- Clear police and criminal records.

**VERIFICATION**

This section verifies that the the Manager and incumbent has read the Job Description and is satisfied that it accurately describes the job role.

Signature and date .....  
(employee)

Signature and date .....  
(Manager)