

Position Description



Position Title:	Fundraising Lead – Events
Location:	321 Glenferrie Road, Malvern VIC 3144
Department	Fundraising & Communications
Reporting To:	Fundraising & Events Manager
Main Purpose of Position:	Manage and Coordinate the Very Special Kids suite of Internal Special Fundraising Events
Number of Direct Reports	None
Decision Making Authority	As per Very Special Kids' Delegation of Authority
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Fundraising & Events Manager • Friends Volunteer Coordinator • Events Team members • General Manager – Fundraising & Communications • Fundraising Team members • Chief Executive Officer & Executive Management Team • Marketing & Communications Team • Very Special Kids Hospice and Family Support Teams • Very Special Kids Board & Foundation <p>External:</p> <ul style="list-style-type: none"> • Very Special Kids families • Very Special Kids volunteers • Corporate partners and community groups • Individual donors, supporters and fundraising champions
Key Selection Criteria	<p>Qualifications/ Education Training and Work Experience</p> <ul style="list-style-type: none"> • Degree Qualifications in Event Management, Marketing or related discipline preferable. • Minimum five years' experience in successfully managing large scale fundraising events or relevant equivalent project management experience. • Experience in strategic planning, budgeting and implementation of fundraising plans. • Experience in managing events suppliers and community corporate relationships. • Experience in developing, managing and delivering large-scale, outdoor public events desirable. • Experience in managing and co-ordinating human resources preferably utilising large number of volunteers, across all age ranges.

	<ul style="list-style-type: none"> • Experience in a community or charity organisation preferable. <p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to manage a variety of multiple complex tasks. • Thoroughness and attention to detail. • Practical problem solving abilities with an analytical approach. • Ability to effectively document logistical, financial and strategic plans and reports. • Networking and negotiating skills that can identify opportunities and maximise financial results. • Ability to set and manage financial budgets. • Excellent presentation and public speaking skills. • Excellent competency levels in computer use including Microsoft Office programs, Peer to Peer platforms and database management software (preferably Donman). <p>Personal Attributes</p> <ul style="list-style-type: none"> • Hands-on, highly energetic team player who can coordinate all necessary events responsibilities with a high level of attention to detail, ability to manage multiple tasks, and strong initiative are also important. • Strong interpersonal skills that motivate, mentor and lead others. • A compassionate and socially minded individual who understands and respects the mission and vision of Very Special Kids and the challenges associated with working within the not-for-profit sector.
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Key Areas of Responsibility

Fundraising Event Implementation

Key Performance Indicators

Manage and coordinate all facets of the 24 Hour Treadmill Challenge, Autumn Classic, Fashion Sale and the Annual Fair.	Events delivered as per agreed budgets and timings.
Support Fundraising & Events Manager with adhoc events ie Footy Fever Debate, Ladies Lunch, Oaks Day Lunch, VSK Golf Day, GALA event, Art with Heart and any others that come about.	Logistics on the day and support the week of the event as required.
Support the Piggy Bank Appeal when required	Level of support provided.
Liaise with all relevant contactors in the delivery of services required for the professional presentation of events and projects including printing, design, hire equipment, catering, security, electrical contractors, entertainment, cleaning etc.	Ensure all contactors are inducted, have the required certification for their roles and services delivered to agreed budgets.
Oversee the management, recruitment and training of volunteers assisting with events and special projects to ensure they conduct their duties in accordance with the policies of Very Special Kids.	Volunteer numbers are increased and usage rates monitored. Volunteer induction and training in line with Very Special Kids policies.
Develop fundraising budgets with Fundraising & Events Manager and Finance Manager, including detailed expense budgets.	Maintain relevant professional and technical skills required for the position and continually seek to enhance knowledge and improve skills.
Manage fundraising peer to peer campaigns on third party platforms and relevant activities.	Set up Autumn Classic fundraising campaign and others as required.

Relationship and Network Development**Key Performance Indicators**

Work effectively with other members of the Fundraising Team to achieve the overall fundraising team income and expense targets.	Strong and effective working relationships developed across the organisation.
Manage relationships with staff and supporter networks to develop a growing supporter base. Make 'cold' approaches as appropriate via telephone, mail and face-to-face contact re supporting event and appeal activities.	Achieve income targets and productivity levels.
Liaise with the Fundraising Team members to utilise our corporate and community networks and contacts in the pursuit of prospective support for events and activities (internal and external).	Manage all relationships in a timely and professional manner.
Develop opportunities to engage with other community members who have the ability to become committed supporters of Very Special Kids especially for the Fair.	Support for events is diverse including community involvement.
Work with the Database Coordinator to co-ordinate receipting and thanking of donors according to agreed strategy by donor size. Meet donors' requirements for accountability, including timely reporting and updates on the work of the organisation.	Receipts sent and Donors thanked within 2 working days.
Support the Marketing & Communications team in developing publicity and promotional campaigns to maximise fundraising and public awareness of Very Special Kids.	Marketing & Communications team consulted and involved in strategic planning phase for all major events.
Conduct public speaking engagements to promote the work of Very Special Kids to appropriate target audiences when required.	Achieve relationship targets.

Evaluation, Reporting and Financial Control**Key Performance Indicators**

Provide timely and appropriate information for the Fundraising & Events Manager and the Fundraising Team as required.	Quality of reports and input into regular Management Team meetings and Fundraising Team meetings.
Monitor and meet income and expenditure targets set in consultation with the Fundraising & Events Manager.	Achieve revenue targets and productivity levels.
Provide verbal and written summary reports for the fortnightly Fundraising Meetings.	Reports developed & provided as requested.
Attend regular department meetings and provide and accept feedback on event progress.	Attendance to meetings and participation to agenda items.

OHS**Key Performance Indicators**

<u>Positions with Line Management Responsibility:</u> Provide, so far as is reasonably practicable, a healthy and safe workplace for staff, visitors and volunteers and comply with OHS policies and procedures, including: periodic	Risk Assessments Completed for each event.
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reviews of work area, review all near miss/hazard/incident reports to ensure thorough investigations have been carried out & appropriate controls recommended, ensure all staff are inducted in OHS relevant for their role and attend mandated OHS training. In addition ensure there is an OHS Committee member for the team & OHS is a standing agenda item in team meetings.	<p>Event rosters have work schedules with no less than a 10 hour break between shifts.</p> <p>Event Contractors & Volunteers are Inducted and adhere to OHS policies.</p> <p>100% attendance at OHS mandated training.</p> <p>100% of OHS Committee Member positions filled.</p> <p>Hazards & near misses addressed and corrective action completed.</p> <p>Number of Lost Time Injuries.</p> <p>Number of Medically Treated Injuries.</p>
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Patient Safety and Quality

Key Performance Indicators

Be familiar with the patient safety and quality requirements of the National Safety and Quality and Health Service Standards as they apply to Very Special Kids. These requirements are to be included as agenda items in relevant meetings and you must fulfil all necessary planning and training obligations as appropriate to your role, or those of any direct reports.	<p>Participation in patient safety and quality improvement activities.</p> <p>100% completion of mandated training.</p>
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Conditions of Service	
Hours	Full Time or Part Time (30-37.5 hours per week) as negotiated.. Position will require out of hours work including weekends and evenings to support events.
Other	Current driver's licence.
Salary Package	Competitive salary, plus superannuation and salary packaging.
Tenure	Permanent position, after satisfactory completion of a six month probationary period.
General	Employment with Very Special Kids will be subject to a satisfactory Police Check and a Working with Children Check.

Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.

Approvals	
Created by:	Sharon Stynes
Approved by:	Sharon Stynes & Katrina Hall
Date of Last update:	9 July 2019