



FUNDRAISING AND EVENTS COORDINATOR

Company Profile

Our Vision

To stop harm caused by alcohol in Australia.

About FARE

The Foundation for Alcohol Research and Education (FARE) is an independent, not-for-profit organisation working to stop the harm caused by alcohol.

Alcohol harm in Australia is significant. More than 5,500 lives are lost every year and more than 157,000 people hospitalised, making alcohol one of our nation's greatest preventive health challenges. The devastation doesn't stop there; the high personal and financial toll extends well beyond the individual drinker. Each year nearly 400 people die, and 70,000 Australians are victims of alcohol-related assaults, including 24,000 victims of alcohol-related domestic violence. All these harms cost the nation an estimated \$36 billion annually.

FARE has been working since 2001 with communities, governments, health professionals and police across the country to stop alcohol harms by supporting world-leading research, raising public awareness and advocating for changes to alcohol policy. In that time FARE has helped more than 750 communities and organisations, and backed over 1,400 projects around Australia.

As far as we have come in raising the awareness of the immense impact that alcohol misuse has on so many Australians, and in advocating for evidence-based policy measures to address the harm, a great deal of work remains to be done.

Our vision, *stopping harm caused by alcohol*, describes the sharp focus, determination and commitment of this organisation.

Purpose of the Position

The Fundraising and Events is a key position for ensuring the on-going financial sustainability of FARE.

The role's primary purpose is to plan and execute events, appeals and campaigns that fulfill FARE's objectives. Under the supervision of the Director of Philanthropy, the role is responsible for developing and implementing a Corporate Engagement Strategy, leading on stewardship and solicitation of existing and prospective events corporate sponsors – increasing this revenue stream.

Responsibilities

The Fundraising and Events Co-ordinator will be responsible for assisting the Director of Development and Philanthropy to achieve budgetary targets for a variety of projects including (but not limited to) the following:

- Relationship management
- Fundraising and event management
- Contribute to identification and execution of fundraising and campaign opportunities
- Contribute to the development of work methods and the setting of outcomes in relation to fundraising, events and campaigns aligned with FARE's objectives
- Develop and maintain appropriate and complete records relating to FARE's fundraising and event/campaign activities
- Develop, produce and deliver projects from proposal right up to conclusion including (but not limited to)
- Delivering events on time and within budget that meet organisational objectives
- Provide assistance on grant applications including basic research or collection of data as required
- Other duties that are consistent with the scope of the position.
- Donor communication and stewardship.

Skills & Attributes

Essential

- Relevant strong experience in event management or campaign management
- Excellent oral and written communication skills
- Strong stakeholder and relationship management skills
- Ability to handle and own multiple projects and reliable at hitting deadlines
- Excellent administration and organisational skills
- Strong IT skills including, Word, Excel and PowerPoint.
- Ability to negotiate
- Competent at managing budgets
- An effective team player with excellent interpersonal skills
- Pro-active creative problem solver
- High level of self-motivation, and the ability to work autonomously

Desirable

- Experience working in a NFP or community organisation
- An understanding of publicity, social media and digital communications
- Experience of working in a busy and high pressured environment
- Broad marketing experience

This job requires some flexibility to work some weekends and evenings. Some interstate travel may be required occasionally.

Key Relationships

Corporate

Director of Development and Philanthropy

Other FARE Departments

- Policy and Research
- Communications
- Resources and Projects
- Management

Conditions

This position has an attractive remuneration and significant salary packaging benefits that enable you to increase your take home pay by reducing your tax liability. FARE is located in Deakin and offers a friendly, collaborative work environment.

Applicants will need to submit a cover letter of no more than 500 words indicating their suitability for the position, along with a CV. Salary range between \$60,000 up to \$70,000 p.a., plus superannuation, subject to experience.

For more information, you can contact Sharrin Wells on (02) 6122 8600.

Please submit your application by email to helen.cannon@fare.org.au, using the subject line: 'Fundraising and Events Co-ordinator' and addressing it to Sharrin Wells by Friday 1 April 2016.