



Position Description and Selection Criteria: Events and Fundraising Manager (June 2019)

Position: Events and Fundraising Manager
Hours: 22.5 per week
Salary: \$70,200 (pro rata)
Term: Till 30 June 2020 (with three month probation) possibility of extension

The Conservation Council ACT Region is seeking an Events and Fundraising Manager who is organised, has great ideas and knows how to grow and nurture relationships with donors and supporters. The successful applicant will work with the Executive Director and play a central role in building the viability of our organisation by ensuring strong relationships with stakeholders and member groups, and co-ordinating and promoting our signature events.

This is a part-time (22.5 hours per week) position until 30 June 2020 (with three month probation) and possibility of extension.

About the Conservation Council

The Conservation Council is the peak environment organisation for the Canberra region. We represent community environment organisations as well as the broader environmental interests of all citizens of the ACT. The Conservation Council's mission is to achieve a high quality environment and a sustainable community in Canberra and the surrounding region.

The Conservation Council plays a key role in coordinating and supporting community participation in environmental issues as well as facilitating public education and sharing of information on local, regional, national and global environmental issues.

The Conservation Council is active in a number of campaign areas, our current focus including:

- Climate Change – a regional, national and global challenge
- Nature and waterways – protecting our unique ecological communities
- Transport – connecting people and places
- Waste – being efficient through closed-loop systems
- Planning – the right things in the right places

To learn more about the Conservation Council see www.conservationcouncil.org.au

The Events and Fundraising Manager will work with the Executive Director to:

- Develop and implement strategies to support the long-term financial viability of the Council.
- Plan and coordinate the Conservation Council's events, including managing publicity and bookings.

- Liaise and manage effective interaction with stakeholders, funding bodies, donors, and community and business contacts.
- Identify potential donors, including relevant philanthropic foundations.
- Develop and implement strategies to increase donor giving and bequests, through building and maintaining donor relationships, and analysis of donor trends.
- Ensure IT systems support and facilitate donor requirements.
- Work with the Executive Director and Campaigner to promote events and fundraising opportunities via positive media and social media stories.

Selection Criteria

- Excellent written and oral communication skills
- Organisational and project management skills – preferably with experience initiating, developing, and managing events.
- Experience in donor management and fundraising.
- Adaptability, flexibility and commitment to work as part of a small team in a changing work environment.
- High-level computer literacy and capacity to build new skills as technology changes.
- A passion for building a more sustainable Canberra and for protecting our natural environment.

To Apply

Please send your application responding to the Selection Criteria and your current résumé to director@conservationcouncil.org.au

For further information about this position please contact Helen Oakey, Executive Director at director@conservationcouncil.org.au or 02 6229 3202

Applications close Monday 8th July 2019 at 9am.