

## POSITION DESCRIPTION

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<b>Position title</b>	National Events Manager		
<b>Hours</b>	Full time	<b>Contract terms</b>	6-month term contract
<b>Location</b>	Sydney	<b>Department</b>	Fundraising
<b>Reporting to</b>	GM Fundraising	<b>Number of Direct Reports</b>	0

### Primary Purpose

The National Events Executive is responsible for the effective management, delivery and execution of the logistics of Redkite’s corporate, community-based and donor development events held across Australia in support of children and young adults with cancer and their families. The goal of this key position is to work with the wider fundraising team and our supporters to drive planning, logistics, efficiencies and support income generation across all events for Redkite.

The National Events Executive reports to the GM Fundraising. This contract, full time position is based in Redkite’s Sydney office and has no direct reports. Interstate travel is required for this role.

### Key Focus Areas

#### Event planning and delivery

- Efficient management of the expenditure budget for the Redkite Corporate Quiz and other large and small fundraising events held for Redkite
- Plan, coordinate and deliver the Redkite Corporate Quiz in Brisbane to maximise guest experience, income and ROI in collaboration with the National Corporate fundraising team and GM Fundraising
- Using Redkite networks, source and secure auction prizes for Redkite Corporate Quiz event and some corporate and community-based events
- Work with the Corporate Fundraising and Marketing teams to develop and implement Redkite’s Corporate Quiz events program
- Work with GM, Corporate and Philanthropy teams to plan, coordinate and deliver corporate and community-based events in various States and donor development events.
- Work with Corporate team and Community team to support our corporate partners in planning and delivering events that benefit Redkite.

### Planning & Reporting

- Maintain the annual national events calendar
- Plan internal resources as per the calendar and be the key driver in planning and organising all Redkite events
- Working with relevant fundraising team members, initiate and conduct the evaluation of the overall success of each Redkite event against annual objectives, target income & KPIs and provide recommendations based on the delivery
- Provide regular and timely updates to Senior Management (including Direct Manager) on the current status of the Corporate Quiz and other events as per the events calendar.
- Provide post event analysis and recommendations to Senior Management (including Direct Manager) for the improvement of event logistics and delivery.
- Undertake other duties as required and directed by the GM of Fundraising

### Program Management and administration

- Organise payments as per the approved expenditure
- Manage relationships with all events related suppliers

## Skills & Competencies

<b>Essential</b>	<ul style="list-style-type: none"><li>• Events and relationship management experience</li><li>• Budget management with proven results in meeting expenditure targets</li><li>• Proven success in working with senior stakeholders and networks to develop leads and opportunities for event partnerships and opportunities</li><li>• Proven experience in delivering complex events with key stakeholder involvement</li><li>• Proven sophisticated relationship management experience</li><li>• Experience with securing sponsorship and in-kind support</li><li>• Effective stakeholder, logistic and communication management and delivery of fundraising activities</li><li>• Strong event management skills</li><li>• Outstanding communication skills - written, interpersonal and negotiation</li><li>• Sophisticated relationship management approach</li></ul>
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	<ul style="list-style-type: none"> <li>• Attention to detail and commitment to excellence</li> <li>• Teamwork and collaborative thinking, with the ability to also work autonomously</li> <li>• Ability to work to deadlines and juggle priorities in a busy environment</li> <li>• Ability to effectively communicate an organisation’s brand, values and vision</li> <li>• Demonstrated excellence and success in written communications including submission and report writing</li> <li>• Excellent project management: planning and organising skills with the ability to work to tight deadlines</li> </ul>
<p><b>Qualifications &amp; Education</b></p>	<p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications or experience in events, not-for-profit studies, communications, marketing or business</li> <li>• Not-for-profit fundraising experience specialising in events</li> <li>• Experience in delivering revenue driven events</li> </ul>