



Position Description EVENTS & FUNDRAISING COORDINATOR

REPORTING TO: Deputy Executive Director

RELATIONSHIPS: Management, Board and internal staff, clients, members, volunteers, stakeholders and general public.

BACKGROUND

The AIDS Action Council (the Council) is a community-based health organisation that originated in 1983 from a grass roots response to a looming crisis. The AIDS Action Council aims to reduce transmission and minimise the personal and social impacts of HIV/AIDS by delivering care and support services as well as broad community HIV education and health promotion activities and events.

VISION

Our vision is to build strong, connected and supportive communities that are free of new HIV transmission, marginalisation, discrimination and stigma.

MISSION

Our mission is to work with individuals, communities and partner organisations to: virtually eliminate new HIV transmissions by 2020; provide support for individuals and families living with and impacted by HIV; and build a strong and safe community that is free of discrimination, marginalisation and stigma.

VALUES

We believe our work is part of a shared community responsibility for HIV and AIDS. In doing this work, we most value:

- **Respect:** By honouring people's stories, valuing our history and treating everyone with dignity
- **Inclusiveness:** By being unbiased and fair in everything we do and consulting widely to identify where we can make the most difference
- **Leadership:** By motivating and inspiring others to reach the vision and mission.
- **Partnership:** By knowing, supporting and collaborating with individuals, groups and organisations to strengthen our response to HIV and AIDS
- **Empowerment:** By supporting people to make their own informed choices

Information for the Events and Fundraising Coordinator role

The AIDS Action Council employees staff who have lived experience and use this openly, appropriately and effectively to build professional relationships with the people they work with. Lived experience is used to inform and contribute to staff culture and encourage community understanding and reduction of stigma and discrimination for all affected communities.

All selection is based on proven experience, qualifications and/or training and the person's potential to most efficiently undertake the responsibilities of the position. As an LGBTI peer based organisation, and an HIV service agency, we recognise that LGBTI people and people with HIV/AIDS bring unique perspectives, skills and knowledge that are important to the Council's work. The Council therefore promotes the recruitment and continued employment of LGBTI people and people living with HIV/AIDS.



POSITION RESPONSIBILITIES

Events (60%)

- Lead the development, coordination and delivery of the Council's community events, including:
 - Fair Day
 - World AIDS Day
 - Candlelight Memorial
 - Positive Women's Morning Tea
 - Annual member functions
 - Rainbow Families events
 - Other smaller ad hoc events as required.
- Collaborate with other external organisations.
- Work in partnership with the community to support networks and facilitate local participation and access to events and activities, including working with volunteers, community stalls and supporting other organisation's events as required.
- Incorporate consistent project management frameworks across all events, activities and functions, including setting priorities, working to budgets, and creating, executing and evaluating plans.
- Collaborate with colleagues across the organisation, including the Communications Coordinator to assist in executing the Communications Plan.
- Work with the Corporate Support and Quality Officer to ensure the effective implementation of quality record keeping including the use of Salesforce for data collection.
- Maintain currency through professional development and ensure best practice is maintained at all times.

Fundraising (20%)

- Plan, deliver and appropriately resource high quality fundraising activities which raise the profile of the organisation as well as provide opportunities for community connection, celebration and awareness-raising.
- Contribute to the development and implementation of the Council's Fundraising Strategy.
- Oversee the development of fundraising tools and resources to support the fundraising objectives of the Council.
- Regularly contribute to Council newsletters, website and social media for the promotion of events and fundraising activities.
- Maintain effective working relationships with community organisations, government and other stakeholders working to contribute to the organisation's outcomes.

Education (10%)

- Help develop and deliver high quality education material to schools, community groups, government agencies and other community stakeholders.
- Maintain a proactive approach to advertising, and offering community education and training.

Corporate Requirements (10%)

- Participate as an effective team member, including assisting other members of the team when required.
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence with a focus on continuous business improvement.
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy.
- Reinforce and promote the principles of Equal Employment Opportunity and Diversity in the workplace by ensuring all employees and stakeholders are treated with dignity and respect.
- Be familiar with policies and procedures relevant to this position and the workplace.



QUALIFICATIONS, KEY ATTRIBUTES AND SKILLS

- Bachelor Degree in Communication, Event Management or related discipline (or in final year of completing degree).
- Substantial relevant experience in fundraising for not-for-profit organisations, communications, public relations and/or event management.
- Previous experience in education and training highly desirable.
- Demonstrated experience in applying project management frameworks and delivering and administering projects in accordance with organisational goals and timelines.
- Demonstrated ability to establish and maintain effective working relationships with key stakeholders.
- Strong representational and interpersonal skills including the ability to influence and resolve organisational issues and develop and motivate others.
- High attention to detail, with a high level of written and verbal communication skills delivered to a range of diverse audiences.
- Background or interest in not-for-profit organisations with an interest in human rights. Knowledge and understanding of sex and gender diverse communities is highly desirable.
- Intuitive thinker who can adapt to a varying workload, utilise resources effectively and switch easily between strategy-level thinking and daily routine tasks.
- Proven ability to work with a high degree of autonomy and collaboratively in a team-based environment to meet the needs of management, community and stakeholders.
- A demonstrated high level of competency in using computers, including the Windows environment and Microsoft Office applications and knowledge and skills in Salesforce desirable.
- Proven ability to be proactive, use initiative, exercise judgement, problem-solve and make decisions within the context and delegations of the position.
- Current Driver's License is essential.

HOW TO APPLY

To apply you will need to submit your resume, contact information for two referees and a two-page pitch (maximum 1200 words) outlining your skills, knowledge and experience and why you should be considered for this position. Please email your application to executive@aimsaction.org.au. Applications close at 5:00pm on Monday 15 April 2019.

DIVERSITY

The AIDS Action Council values diversity in the workplace and encourages applications from suitably qualified Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse communities and members of the Lesbian, Gay, Bisexual, Transgender, Intersex and Queer communities.

The AIDS Action Council is a registered charitable organisation and had Public Benevolent Institution (PBI) status – salary sacrifice is available.