

Campaign Events Coordinator, UNSW Philanthropy

- \$83,653 - \$89,238 + 9. % super + leave loading
- 12-month fixed term contract
- UNSW Sydney CBD office



UNSW
SYDNEY

Support the planning and execution of the events portfolio for UNSW Philanthropy. Local/interstate/international travel may be required.

The Organisation

Philanthropy is critical to the success of the 2025 Strategy, UNSW's strategic plan that sets out the priorities and themes that will guide us over the next decade as we position ourselves as 'Australia's Global University'.

UNSW is committed to building a world-class development and engagement team organisation that will help advance UNSW's ambitious goals. Our Development and International teams work closely with individuals, corporations, and foundations to raise philanthropic support for the university's highest priorities. Our Alumni and Engagement team helps encourage the involvement of alumni and friends in Sydney and around the world in the life of UNSW. Our Operations team ensures that all donors, alumni and friends receive a consistent and high standard of service and stewardship.

The Opportunity

Reporting to the Campaign Events Manager and working closely with Development and Alumni & Engagement teams, you will support the events program for the Division of Philanthropy. Specific responsibilities include:

- Contribute advice and recommendations for the successful planning and delivery of the annual events program
- End-to-end planning and delivery of events including coordination of venues and suppliers, management of registrations and guest lists, and preparation of briefing documents
- Key point of liaison with event stakeholders across the Division and the wider University
- Track event budgets to ensure accurate forecasting, reconciliation and reporting
- Contribute to the development of event communications including invitations (print and digital), alumni newsletter, and social channels
- Timely database maintenance
- Support other members of the events team in the delivery of events
- Ensure compliance with University policies and procedures in relation to security and VIP guests
- Cooperate with all health and safety policies and procedures

About the Successful Applicant

You are an experienced events professional who can demonstrate your success delivering exceptional events on time and within budget. Specific requirements include:

- Significant experience and demonstrated success in the planning and delivery of events
- Experience in providing advice and support to senior managers
- Proven experience in working in an environment with non-negotiable deadlines including the ability to adapt to changes in circumstances whilst acting professionally at all times
- Excellent communication skills and ability to liaise effectively with diverse groups of people at all levels
- Well-developed IT skills including use of a CRM database (Raiser's Edge preferable), event registration software, and Microsoft Office
- Proven ability to identify and act upon opportunities for improvement in area of expertise to contribute to the success of the organisation
- Excellent organisational skills including the ability to forward plan resource requirements
- A demonstrated capacity and willingness to work as a member of an active team dedicated to the delivery of quality services to its client base
- Capacity and willingness to work at events outside of normal office hours, as required
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

To Apply: Please submit your CV, Cover Letter and Responses to Selection Criteria nominated in the Position Description.

Contact:

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Talent Acquisition Consultant

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Applications close: 11pm, Tuesday 23rd October 2018

UNSW aspires to be the exemplar Australian university and employer of choice for people from diverse backgrounds. UNSW aims to ensure equality in recruitment, development, retention and promotion of staff, and that no-one is disadvantaged on the basis of their gender, cultural background, disability, sexual orientation or identity. We encourage everyone who meets the selection criteria to apply.