



National Community Engagement & Events Manager

- Competitive remuneration + salary packaging + car allowance
- Permanent, full time position
- Northmead location

CareFlight is an Australian not-for-profit aeromedical organisation. Our mission is to save lives, speed recovery and serve the community.

We operate from locations in NSW, northern WA and the Top End of the NT. Our specially trained doctors, nurses and paramedics use helicopters, aeroplanes, medi-jets and road ambulances to bring a hospital level of care to over 5,000 patients each year. We also deploy medical professionals to remote oil, gas & mining sites, both onshore and offshore.

The role

We currently have an excellent opportunity for a National Community Engagement and Events Manager to join our Fundraising team. Reporting to the General Manager Fundraising & Community Engagement.

Key objectives of the role include:

- maximise financial ROI on Community Engagement & Events
- maximise brand promotion and lead generation from Community Engagement & Events
- establish a successful Sydney Gala Ball (or similar) & new national themed CareFlight fundraising day which deliver agreed financial and brand ROI's

About you

To be successful in this role you will have the following:

- demonstrated success in Community Engagement, Events or Fundraising
- ability to lead, manage, equip and inspire a small team to achieve agreed outcomes
- entrepreneurial approach in identifying opportunities
- ability to engage senior internal and external stakeholders
- strong sales skills including ability to secure sponsorship, goods in kind, and support for events
- experience in developing new plans and executing strategies in the community engagement and events sector
- demonstrated experience in developing successful social media, peer to peer and digital fundraising initiatives based on acceptable ROI
- strong verbal and written communication skills
- strong time management, organisational and planning skills especially when working under pressure and to strict deadlines
- computer literate proficient in generic computer packages such as Microsoft Office, and database systems.
- friendly, personable, high integrity and able to build harmonious working relationships with clients, co-workers and the general public
- flexibility to regularly attend weekend events and after-hours activities as required
- experience in event management
- Australian working rights
- Current NSW Drivers licence

The following will be highly regarded:

- previous experience in an NFP or associated industry
- previous experience in managing a major fundraising dinner such as a Gala Ball and/or a major national themed event day

- experience in developing and managing volunteer teams
- tertiary qualifications in Business, Events Management or an associated field
- proficient public speaker
- successful track record in engaging media to promote events

How to apply

If you would like to be part of our team, you can apply using the link below. Please ensure you attach a **current resume and covering letter that addresses the role's essential criteria**. Applications for this opportunity will close on **Wednesday, 4 September 2019**.

*CareFlight values diversity in the workplace.
Aboriginal and Torres Strait Islanders are encouraged to apply.*

*All employees must comply with CareFlight's Drug and Alcohol Management Plan (DAMP) as required by CASA
and may be subject to random workplace testing.
Criminal Record and Working With Children Checks also apply.*

CareFlight: 'The next life we save could be yours'