Austin Health
Job Advertisement

Position Title: Fundraising Events and Marketing Manager

- Located in Heidelberg
- Full-time (38 hours per week)
- Fixed Term (4-month contract)
- *Bring to life and be part of a global iconic event!*

Job Description

Austin Health is one of Victoria’s largest providers of tertiary health services, health professional education and research. Austin Health includes the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation Centre and the ONJ Centre.

An exciting opportunity currently exists for a passionate, result’s driven, highly organised and motivated events professional to join the Austin Health Foundations’ Partnership Team.

Reporting to the Head of Partnerships, the Fundraising Events and Marketing Manager is responsible for supporting in the coordination and successful delivery of our signature fundraising event, Olivia’s Walk for Wellness.

The role will have a strong focus on event logistics, partnerships, media and communication strategies, building professional relationships with appointed agencies and stakeholders. The role will also support with fundraising, marketing, volunteer engagement and supporter experiences of this event to achieve the agreed set of objectives.

The Fundraising Events and Marketing Manager will also be responsible for providing support to the Partnerships Portfolio and across the Foundation as required.

To be successful in this role you must demonstrate:

- A commitment to Austin Health values: Our actions show we care; We bring our best, Together we achieve; We shape the future
- Relevant Degree qualifications in Events, Marketing, Communications, Fundraising or related field with at least 2 years’ experience in an events, fundraising or marketing role in the not-for-profit sector and/or commercial sector
- Demonstrated experience in the major events industry with strong understanding of event logistics and working with third party providers
- Excellent project management and organisational skills with the ability to work to tight deadlines, manage a wide-ranging workload with a strong attention to detail
- Experience in writing fundraising/marketing communications
Proven outstanding relationship management capabilities across a broad range of stakeholders including community supporters, corporates and suppliers

- Budget management with demonstrated results in achieving revenue and expenditure targets
- Innovative, growth and continuous improvement mindset with a positive, flexible and solution focused attitude
- Positive and collaborative team player with the ability to work autonomously
- Advanced experience in MS Office with a good working knowledge of CRMs
- Current drivers’ licence
- Flexibility and availability to work outside of standard working hours and on weekends (as required)

Work with us! Your reward is to work in a collaborative environment which will provide you with opportunities for ongoing training and development. Your benefits will include salary packaging, and employee assistance program.

All appointments are made subject to a satisfactory National Police Check conducted by Austin Health and if required, a Working With Children Check.

Austin Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Applications from Aboriginal and Torres Strait Islanders are encouraged.

To apply for this role follow [this link](#).