Fundraising and Events Officer
Parkinson's Queensland Incorporated

ABOUT US

Parkinson's Queensland Inc. (PQI) is the peak association for people living with Parkinson's Disease in Queensland. We are a not for profit, community based organisation established in 1985.

We provide information, education and support to people impacted by Parkinson's.

Our support and services including our Information Line and our network of 32 Support Groups throughout Queensland have helped many individuals, their families and carers better manage living with Parkinson's disease.

PQI also plays an advocacy role on behalf of the Parkinson's community and strives every day to increase community awareness about the disease through educational sessions and promotional events.

ABOUT PARKINSON'S DISEASE

Parkinson’s Disease is the second most common neurological degenerative condition after Alzheimer’s Disease. At present, the cause is not known and there is no cure. Parkinson’s affects individuals of all ages and genders. It is an individualised disease with unique symptoms to each person. It is estimated there are in excess of 18,500 people in Queensland affected by Parkinson’s Disease.

OUR CULTURE AND BENEFITS

A position with purpose

- Competitive salary
- Attractive salary packaging options
- Flexible and supportive work environment
- A strong commitment to your professional development, personal development, and mental health
- A fun, social team in a small but high-performing and far-reaching charity

ABOUT THE ROLE

An exciting and rewarding opportunity for an experienced fundraising professional to focus on developing and delivering creative and innovative fundraising activities and events.

You will generate fundraising revenue from new and existing sources including community and corporate supporters, events and major gifts and ensure that all fundraising activities operate within the relevant legislation and regulations.
This is a part-time role, 3 days a week (predominately 8:30am – 4:30pm). There is scope to build the number of days to 4 per week over the first 6 months.

This role reports directly to the CEO. We are offering a 2 year contract with the possibility of extension (probationary period of 3 months applies).

THE IDEAL CANDIDATE

Our ideal candidate will be driven, ambitious and caring. They will:

- Have an ability to create engaging activities, events and campaigns, which is critical as we look to raise funds in a competitive environment.
- Have a minimum of 3 years’ experience in a similar role working within the not for profit sector with relevant qualifications highly regarded.
- Be comfortable working with fundraising targets and managing event and campaign deadlines.
- Have proven success in influencing stakeholders in a sensitive manner, with strong networking skills.
- Have proven ability to utilise technology to drive, monitor and report on results.
- Be committed to working in a small and dynamic team focused on making a difference.
- Have a work philosophy compatible with PQI’s Mission, Vision and Values of Empathy, Integrity, Collaboration and Respect.

MANDATORY FOR ALL NEW STAFF

Due to the nature of this role, the successful candidate must be prepared to undertake a Federal Police Check.

PQI has a commitment to safeguarding our team members and the vulnerable community members we work with. In line with this, we expect all team members to be up to date with Covid-19 vaccinations.