

- Exciting **Permanent Full-Time** opportunity based in Cannon Hill
- Responsible for the effective and timely planning and delivery of fundraising events and peer to peer campaigns
- Encouraged and supported ongoing professional development and diverse career opportunities.

Who is Endeavour Foundation?

Endeavour Foundation is one of Australia's largest employers of people living with disability, so being inclusive and diverse is not just an aspiration, it is who we are! Fostering a diverse and inclusive culture is at the heart of everything we do and getting it right goes hand in hand with living our organisational values and our purpose of making possibilities a reality.

We are people working together, making possibilities a reality for people with a disability, and for people seeking employment, education and training opportunities. We call ourselves **Team Possible!**

Endeavour Foundation supports people with disability to live, learn, work and flourish according to their own interests and priorities. Our 5,000 strong team operates over 300 sites in the heart of local communities across Queensland, New South Wales and Victoria where we offer choice, opportunities and personalised support in the key areas of home, work, learning and community participation.

Why should you join Endeavour Foundation?

- Salary Packaging Benefits, package up to \$15,900 of your annual salary tax free. Less tax = more take home pay for you!
- In addition to your tax-free benefit, you can also use up to \$2,650 of your pre-tax income to pay for entertainment expenses (meals, holiday accommodation etc.)
- An Employee Assistance Program - a free and confidential counselling service available to all staff and their family members
- Discounts on Corporate Private Health Insurance Plans, whitegoods and appliances
- Paid Parental Leave and Salary Continuance
- Free flu vaccinations
- Onsite cafe, onsite parking (where available) and close to public transport

A little bit about the role:

As the Endeavour Foundation continues to grow and support the community and workplace as a leading disability service provider, we have an exciting opportunity for an **Event Specialist**

- Leading the planning, development and implementation of fundraising events that will strengthen profitability and promote community awareness of organisational programs and services
- Continually developing and evaluating processes to improve the experiences offered to event participants, sponsors, event partners, associations, speakers, and vendors, driving attendance through new and creative methods.
- Ensuring accurate data capture and management of participants, sponsors, donors, vendors and key stakeholders.
- Working closely with the Corporate Partnerships team to ensure deliverables linked to events are implemented and reported upon.
- Managing all external vendor requirements including engaging the methods of tender, quotes, and expressions of interest to source the suppliers who best meet the needs for the

production of events.

- Partnering with Procurement to assist in the review of the supplier relationships to ensure the ongoing needs are being met for event production.
- Conducting post-event analysis and de-briefs in order to evaluate the effectiveness of events.
- Partnering with Service Delivery Leaders to drive the planning and execution of regional events

What will you bring:

- Minimum of five (5) years' experience in a similar role working on a diverse range of fundraising events.
- Experience in creation, execution, and evaluation of peer-to-peer fundraising initiatives.
- Tertiary qualifications in relevant field including Event Management, Business Marketing or Communications.
- Strong verbal and written communication skills combined with an ability engage with a variety of stakeholders at all levels, both in person and through writing.
- Experience in management of the platform Funraisn.
- Proven track record in managing supporter relationships and meeting financial targets.
- Experienced in marketing and stakeholder management.
- Proven experience in coordinating internal and external communication, social media, conferences, events, and promotions.

How you can apply

Please note, before commencing with Endeavour Foundation and should you be successful, you will be required to undertake a **"Fit2Work" National Criminal History Check.**

If this is the opportunity for you, click 'Apply' below; we look forward to hearing from you!

"We are a 2022 Circle Back Initiative Employer, and we commit to respond to every applicant"