



## **Events and Partnerships Manager**

### **About Cabrini**

Cabrini is a Catholic charitable organisation inspired by the spirit and vision of Saint Frances Xavier Cabrini and the Missionary Sisters of the Sacred Heart of Jesus. This order was founded by Saint Frances Xavier Cabrini who was canonised in 1946 and later proclaimed Universal Patron Saint of Immigrants. We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve. With more than 4300 staff, 1000 accredited medical practitioners and several locations, we offer a range of employment opportunities to start, continue or advance your career.

### **Events and Partnerships Manager**

#### **Permanent full-time position**

#### **Cabrini Foundation, Malvern & WFH Hybrid work model**

#### **Attractive remuneration and salary packaging up to \$15,900 tax free each year, plus meal & entertainment card**

### **The Role**

The Events and Partnerships Manager leads relationships with corporate partners, event sponsors and major donors who donate via events. The role's primary focus is events and relationship management, managing a pipeline of confirmed and prospective partners and donors to maximise their fundraising contributions to Cabrini.

The Events and Partnerships Manager is responsible for developing and implementing a focussed partnerships strategy that will grow the number and value of partners supporting Cabrini events, hospital programs and projects.

Key responsibilities include:

- Manage and grow a pipeline of corporate partners and donors from identification and research, engagement, proposals and stewardship.
- Manage the Cabrini Community Golf Day and the Let's Beat Bowel Cancer Golf Day and luncheons and dinner events.
- Identify potential major donors and manage these relationships in order to translate them into significant donations, working closely with the Philanthropy Manager and Foundation Director.
- Prepare and arrange all correspondence, meetings, events and other engagement activities for partners and donors, including timely impact reporting on the projects being funded.
- Deliver communication and engagement activities and materials to raise the awareness of corporate partnerships and events, internally and externally.

**About you**

The successful candidate will have tertiary qualifications in marketing, events management, communications, commerce or related field and/or substantial experience in fundraising or sales management.

You will have:

- Proven events and project management.
- Track record of achieving sales or fundraising targets.
- Excellent communication and interpersonal skills, including the ability to develop and maintain personable yet professional relationships.
- Demonstrated ability to carry out duties professionally, with tact and diplomacy ensuring privacy and confidentiality requirements are maintained.
- Results focussed and able to manage a broad workload, focus on the big picture and deliver day-to-day tasks.
- Excellent organisational and time-management skills including the ability to trouble-shoot under pressure and meet tight deadlines.
- Commitment to actively participate as a member of the Foundation team and to work cooperatively and collaboratively to achieve results.
- Highly motivated with an ability to work autonomously.

**Enquiries to:** Cabrini Foundation Director Megan Potter on 03 9508 1780.

**Closing date:** 22 February 2023.