

CHILDREN'S TUMOUR FOUNDATION OF AUSTRALIA

Community Fundraising and Events Coordinator

The Children's Tumour Foundation (CTF) is a national patient advocacy and support service for kids, adults and families impacted by neurofibromatosis (NF); a complex, unpredictable and progressive condition that causes tumours to form on nerves, under the skin and deep in the body.

We are looking to fill a **full-time position** (with the option for 4 days per week), working in a **flexible and supportive team environment**. This will be a 12-month contract with the potential to renew.

A **competitive salary** commensurate with the **not-for-profit sector** is offered with a broad range of benefits, including salary packaging, hybrid working arrangements and three additional gifted annual days at Christmas.

What we are looking for

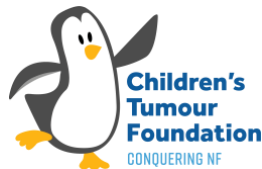
The Children's Tumour Foundation is looking for an enthusiastic **Community Fundraising and Events Coordinator** to report to the Head of Marketing and Fundraising. This will be a vital role in supporting our high performing team with events, campaigns, and fundraising initiatives.

In this role, you will have the opportunity to contribute to the development and execution of a detailed fundraiser journey, ensuring our events and community fundraising efforts are strategic and effective in generating revenue.

Your ability to build relationships and collaborate with stakeholders will be essential in achieving our fundraising goals. This role will also provide essential support with communications and content, streamlining our messaging across various platforms, including social media, website, and newsletters.

Key Responsibilities

- **Grow and manage all aspects of community fundraising events from beginning to end** – including marketing assets, incentive development, communication strategy and stakeholder management.
- **Identifying and developing relationships** and partnerships with key stakeholders across diverse sectors to assist in achieving community fundraising objectives
- Assist with the development and execution of a **detailed fundraiser journey** for key CTF events and community fundraising to increase revenue.
- **Keep fundraising assets up-to-date and create new content** for events and to help support fundraiser needs.
- Support the team to **build and deliver key campaigns** throughout the year, including NF Awareness Month, [Steps Towards a Cure](#) and [Conquer NF in Colour](#)
- Support the team to manage and develop key communication channels, notably **website, EDM and social**, to ensure our brand and tone of voice is delivered effectively and content is kept up to date.
- **Manage volunteer recruitment** for events and community fundraising initiatives and projects
- Work with the Support Services team to develop **program materials** in line with the brand tone and visuals, and support promotion to the NF community.
- Support the maintenance of the **CTF brand and associated owned channels**



What you will bring to the role

A self-starter with the ability to operate independently and a passion to make a difference to the lives of those in the NF community. You can confidently engage and communicate with a variety of stakeholders at all levels, both in person and through written communications.

- experience in fundraising and/or event management;
- interest in digital marketing, comms and content development (experience using Canva or Adobe Suite needed)
- Computer proficiency and ability to learn and work with several operating systems, including Ortto, customised CMS and Salesforce
- experience in writing and editing technical and creative content;
- excellent attention to detail and ability to multi-task;
- experience organising events and working collaboratively across teams;
- demonstrated success in setting goals, priorities and developing project management skills
- empathy and ability to build relationships;
- excellent administration skills and a high level of attention to detail;
- graphic design or video development experience would be an advantage;
- An appropriate understanding of confidentiality in the workplace
- ability to work flexible hours or travel as needed

A minimum of 1-2 years of experience in the not-for-profit sector is required.

What else is on offer?

- **Salary Benefits:** salary packaging up to \$15,900 + \$2,650 meals/entertainment = reduced taxable income
- **Support:** work in a supportive team and gain on the job skills development
- **Flexibility:** opportunities to work from home 1-2 days per week (following probation period), but must be Sydney based. The option for 4 days p/w or 9 day-fortnights is also available.
- **Additional leave gifted** between Christmas and New Years (3 days)
- **Make a direct impact:** see the difference your work makes in creating opportunities for our participants

How to apply for this role:

To apply for this amazing opportunity, click APPLY and submit the following documents in PDF format by Friday 29 March.

- Cover letter outlining your relevant experience and highlighting your strengths
- CV

For further information, please be in touch with our team at fundraising@ctf.org.au

We welcome you to contact us to discuss any requirements that will ensure you can participate fully in our recruitment experience.

All applicants are required to be legally entitled to work in Australia. All successful candidates will be required to undergo a National Police Check, Working with Children Check and sign and abide by our Code of Conduct.