



The Professional Body for Australian Fundraising

## **Campaign and Events Coordinator**

Sydney, New South Wales

Fulltime

\$65,000 + Super

### **A unique and exciting opportunity to shape and support Gifts in Wills giving in Australia.**

*Include a Charity* (IAC) is a social change campaign of Fundraising Institute Australia to transform the Gifts in Wills landscape in Australia and create a future where charities are a mainstream inclusion in people's estate plans.

Fundraising Institute Australia (FIA) is the national peak body representing professional fundraising in Australia

FIA is seeking an organised, personable, and energetic Campaign and Events Coordinator to help develop and deliver the next phase of the *Include a Charity* campaign.

Working closely with the Campaign Director, this role will coordinate and deliver member support, IAC events and communications strategy, campaign administration and research and educational components of the campaign (80%)

This role will also support the FIA Conference and Events team on specific projects for the annual FIA Conference. (20%)

### **What does our ideal candidate look like?**

- Strong administration, organisational and interpersonal skills
- Excellent written and communication skills – in-person, calls and e-mails
- Experience and strong skills in a range of IT, CRM, and digital/online platforms, including event registrations, virtual events, web development, video editing, graphic design
- Event management and planning skills experience (online and in-person) is highly desirable
- A self-starter who can work independently, manage a high volume of work and the ability to deliver on multiple initiatives to deadline
- Time management skills and the ability to prioritise tasks
- An understanding of digital, brand and communications, to members and external media
- Passionate about the purpose of *Include a Charity* and the fundraising sector

### **What will you get in return?**

- Competitive salary and benefits, including flexible working (WFH Mon and Fri)
- Interstate travel

- Be part of and collaborate with a friendly, purpose-led team dedicated to making a positive impact in fundraising
- Personal development and training to add to credentials
- Work in new modern offices, close to public transport and amenities
- Be part of and collaborate with a friendly, purpose-led team dedicated to making a positive impact in fundraising

If you are looking to make an impact and be involved in the future of Gifts in Wills fundraising, then apply by sending a cover letter and CV referencing Campaign and Events Coordinator role to Martine L'Eveille – [mleveille@fia.org.au](mailto:mleveille@fia.org.au)

*Fundraising Institute Australia recognises diversity, equity and inclusion (DEI) as valuable elements in achieving best-practice fundraising and ensures this translates throughout our end-to-end recruitment process. We encourage applications from individuals of all backgrounds and experiences.*