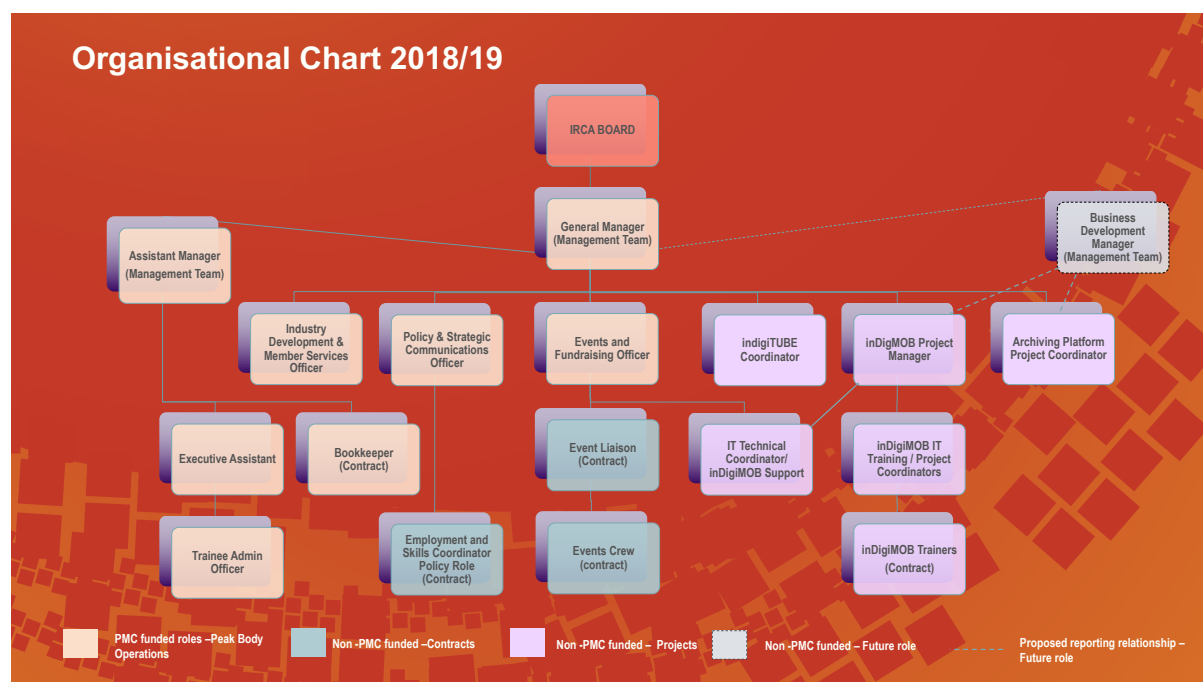


Events & Fundraising Officer

The role

The Events and Fundraising Officer will be a key part of the peak body team with a focus on event coordination. The role also involves preparing and acquitting funding submissions for First Nations Media Australia projects and activities, and providing fundraising advice to the sector. The person will report to the General Manager and work closely with senior management and other staff on these activities.

Where the role fits



Key responsibilities

1.	Events Coordination
	<p>Oversee the planning and coordination of the major FNMA events from proposal to delivery:</p> <ol style="list-style-type: none"> 1. Converge First Nations Media National Conference – annual 2. Remote Indigenous Media Festival – biennial 3. Broadband for the Bush Indigenous Focus Day – annual (co-hosted with Broadband for the Bush Alliance as part of annual B4B Forum) 4. Other facilitated gatherings and forums. <p>Work with management, staff, partner and host organisations, and planning groups to determine event logistics, program requirements, delegate attendance and associated activities.</p> <p>Identify funding opportunities and apply for funds for events as required, and ensure reporting and acquittals completed on time.</p>

	<p>Oversee and/or liaise with event production staff, contractors and other personnel involved in event delivery.</p> <p>Prepare templates, schedules and contracts with contractors and partner and host organisations for efficient and consistent event management systems and processes.</p> <p>Coordinate promotion, registration and administration tasks pertaining to events.</p> <p>Plan and undertake monitoring and evaluation of events.</p> <p>Manage the budgets in conjunction with the General Manager.</p>
2.	Fundraising
	<p>Identify funding opportunities, including philanthropic, for FNMA events, projects and other activities consistent with the Strategic Plan and membership needs.</p> <p>Submit funding applications and/or support staff in submitting applications pertaining to their area.</p> <p>Undertake or support reporting and funding acquittals by due dates.</p>
3.	General
	<p>Work with Strategic Communications Officer and Executive Assistant in providing event information, funding opportunities and other related content for website, newsletter, social media stories, and other promotional tasks as required.</p> <p>Promote FNMA events within the sector and wider community.</p> <p>Work with other FNMA on program content for events to support industry development, policy and planning direction and membership activities.</p> <p>Provide weekly (or fortnightly) written reports of work undertaken (in Smartsheet or similar program as directed) for discussion with General Manager.</p>

Other duties which may be undertaken: Projects as directed by the General Manager.

Competencies required:

- Strong event coordination and project management skills
- Working knowledge of First Nations media industry and program delivery.
- Client focus
- High level communication including strong written and verbal skills
- Ability to work in a team and with partner organisations
- Ability to coordinate project staff and contractors
- Ability to manage time effectively.

Desirable knowledge and experience:

- Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander communities and the issues affecting Aboriginal and/or Torres Strait Islanders.



- Demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islanders.

KPIs:

- Annual calendar of events is planned and coordinated according to Events Plan.
- Successful planning and delivery of annual Converge First Nations Media National Conference and First Nations Media Awards.
- Successful planning and delivery of biennial Remote Indigenous Media Festival, in conjunction with alternating host RIMO.
- Successful coordination of annual B4B indigenous Focus Day and/or other events as required.
- Funding applications for FNMA activities, projects and industry events submitted and successful grants acquitted on time.
- Provide regular updates on funding sources relevant to First Nations media organisations shared with the sector.

This is an Indigenous identified position.