Our events should be world class.
Can you make us shine?

The Pinnacle Foundation.

VOLUNTEER POSITION DESCRIPTION
Position Title: Volunteer Event Manager
Team: Marketing & Communications Team
Reports To: Chief Marketing Officer
Support From: Marketing & Communications Committee
Hours of Volunteering: Minimum Commitment of 3 hours per week
Reach: National Role available within Australia

The role

Reporting directly to the Chief Marketing Officer, you will work closely with the Marketing & Communications Committee to deliver events which support the strategy of The Pinnacle Foundation.

The Pinnacle Foundation host numerous events nationally each year to fundraise, raise brand awareness, drive scholarship numbers or acquire new mentors.

Your primary responsibilities will include, along with the opportunity of learning new facets of Marketing:

- Plan and execute fundraising and brand events from start to end
- Prep and manage event staff
- Calculate and manage event budgets, along with keeping all receipts
- Work closely with the marketing & communication managers to execute 'Save the Date' & Invites
- Drive attendance to the events, with the support of the Marketing Manager and cross channel platforms
- Plan for possible issues
- Work closely with our many corporate sponsors to utilise their venues and budgets
- Keep the Board & Management Committee updated with delegate numbers and event plan
- Analyse event performance and implement opportunities and address any weaknesses
- Researching and evaluating new opportunities for the foundation

About the candidate

The right candidate will be an established and professional event manager and maintain knowledge within their professional area of expertise, to ensure technical ability is relevant and up-to-date, enabling successful performance in the position:

- Excellent written and oral communication skills with the ability to manage relationships with a wide range of stakeholders
- High level of practical events knowledge and skills
- Ability to successfully negotiate and influence
- Excellent attention to detail
- Ability to manage project independent and multi-task
- Budget management skills
- Ability to work effectively under pressure and within a prescribed timeframe while meeting quality standards
- Prioritisation skills and ability to make decisions and think on feet
- Planning skills - both tactical and strategic
- Ability to manage expectations (both up and down) simultaneously
- Experience with booking venues, technology and guest speakers.

Core competencies

The following Core competencies are the skills, knowledge and behaviours expected of a volunteer of The Pinnacle Foundation. These competencies may need to be adjusted depending on the foundations overall mission and values.

Communication Skills
Communicates clearly and professionally in written and oral forms to both internal and external clients.

Initiative and Confidence
Generates and acts on new ideas that add value to the business. Looks at different ways to solve problems and address difficulties.

Achievement Drive
Sets goals and strives to achieve them with enthusiasm and determination.

Business Acumen
Has a good understanding of the business environment and the impact their behaviour has on the reputation of the foundation.

Respect
Treats colleagues and customers in a manner which demonstrates integrity, honesty and fairness

Contact

Should you feel that you have the skills and desire to make a difference in the lives of disadvantaged LGBTIQ students through this role, we encourage you to get in contact with:

The Pinnacle Foundation
Andrew Hoppe
Chief Marketing Officer
Phone: 0413 727 008
Email: andrewh@thepinnaclefoundation.org

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