

Position Description

Position title:	Events and Donor Relations Coordinator
Reports to:	Philanthropy Manager
Commencement date:	January/February 2022
Work type:	This is a 12-month contract position, averaging 3 days per week (0.6 FTE) over the course of the year but with full-time hours immediately prior to and during the festival.
Location:	Melbourne CBD

Who we are

Since 1986, Melbourne Writers Festival has entertained hundreds of thousands of readers as Australia's boldest literary festival. Based in Melbourne, a UNESCO City of Literature, we provide the inspiration and framework for vital, timely conversations.

Melbourne Writers Festival brings writers and readers together to be inspired, challenged and thrilled by an intelligent, rousing and diverse program of books and ideas. The festival prioritises live experiences for audiences in the literary precinct around State Library Victoria and the Melbourne CBD. It also embraces digital programming through podcasts, films, pre-recorded video, live-cross events and written commissions. Through its expanding MWF Schools program, MWF is proud to be growing the next generation of readers.

About the role

Fundraising is critical to the success of Melbourne Writers Festival. The Events and Donor Relations Coordinator role sits within the Philanthropy team, which is responsible for initiating and maintaining strong relationships with MWF supporters including individual donors, philanthropic trusts and foundations, government departments and agencies, and corporate partners.

Working closely with the Philanthropy Manager, the Events and Donor Relations Coordinator delivers a series of VIP functions before and during the festival, and manages the administrative functions of the team including donation receipting and tracking, fundraising campaign support, acknowledgments and branding.

As part of a small festival team, the Events and Donor Relations Coordinator is also responsible for supporting the Philanthropy Manager in both strategic Philanthropy, and operational matters relating to the delivery of the festival, working with programming and production staff to do so.

We encourage applications from people of culturally diverse backgrounds, the LBGTQIA+ community and the deaf and disabled communities. MWF will consider flexible working options for all applicants and reasonable adjustments for applicants with disability.

Primary responsibilities and accountabilities of the role

Events

- Manage venue, catering and alcohol requirements for onsite and offsite VIP functions.
- Manage invitation lists, communications and attendances for VIP functions.
- Coordinate event hosts and speakers.
- Liaise with venue managers, production, programming and marketing teams to finalise event proceedings and collateral.

Administration

- Maintain festival database with details of all corporate and philanthropic partners and donors.
- Maintain accurate contact lists for VIP functions, launches and events.
- Undertake administration of files, records and information.
- Prepare analysis and reports of Philanthropy data as required.

Fundraising campaigns

- Assist with the delivery of direct fundraising campaigns.
- Maintain accurate donor records and assist with the banking and receipting of all donations.
- Track and report on campaign donations.

Grants

- Research and maintain records of upcoming grant opportunities.
- Assist with the preparation of grant applications and acquittals.
- Support the delivery of funded activities according to funding agreements.

Sponsors and partners

- Maintain records of ticketing entitlements as per partnership agreements.
- Assist in delivering sponsor benefits during the festival.
- Prepare post-festival partnership reports.
- Assist with researching and identifying potential new sponsors and partners as requested.

Marketing and communications

- Ensure correct supporter acknowledgements in all festival promotional material.
- Manage signage and other collateral requirements at MWF functions.
- Prepare and manage communications with supporters.
- Coordinate marketing briefs as required for campaigns, design work and social media promotions.

Research

- Research and identify potential new partners and donors.

Key selection criteria

We are looking for a professional, personable candidate who is passionate about events and relationship management, and who can demonstrate:

- Experience delivering projects or events with input from multiple stakeholders.
- Experience managing relationships with stakeholders or customers.
- Excellent organisational skills and attention to detail.
- Excellent written and oral communication skills.
- Excellent computer skills and experience with database systems.
- The ability to work independently, and as a contributing team member.
- The ability to prioritise tasks and work within a busy environment.

All MWF staff are required to be fully vaccinated against COVID-19, and proof of vaccination must be provided before beginning work in the MWF office.

Application process

Please send your application to recruitment@mwf.com.au with the subject 'Events and Donor Relations Coordinator application, <your name>' by **5pm, Wednesday 15 December 2021**.

Your application must include:

- A cover letter
- A statement addressing the key selection criteria (maximum three pages)
- Your current CV

Please note: Shortlisted candidates will be contacted in January and invited to attend an interview after 10 January 2022.