



## POSITION DESCRIPTION

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<b>Title:</b>	Communications and Operations Manager
<b>Reporting to:</b>	CEO
<b>Current Occupant:</b>	New Position
<b>Position</b>	15 hours/week (flexible days)

### THE MENZIES FOUNDATION

Established in 1979 to perpetuate the memory of Sir Robert Menzies, Australia's longest-serving Prime Minister, the Foundation has a track record in backing outstanding leaders. The Foundation is a non-political, national not-for-profit organisation.

The Foundation plays a catalytic philanthropic role in supporting leadership capability in three priority areas: entrepreneurship in science, leadership in schools and supporting Australia's response to complex global legal issues with a focus on cyber security.

The Menzies Foundation is a Company Limited by Guarantee and is governed by a Board of voluntary Directors.

### Our History

Robert Gordon Menzies spent his childhood in the small town of Jeparit in rural Victoria. From the age of 13, Bob Menzies secured scholarships to complete his secondary and tertiary education in Melbourne. He went on to an outstanding life of public service in law and politics and national leadership as Prime Minister.

His extraordinary story exemplifies the transformative power of education. It has been the inspiration for the Menzies Foundation in supporting more than 220 talented young Australians since 1982 with prestigious Menzies scholarships. Many Menzies scholars are now the leaders of their generation in their various fields of endeavour. Awards have been made to recipients from every State and Territory in Australia. Historically, the Foundation has also supported medical research, through long-term grants to support a number of medical research institutes.

More information about the Menzies Foundation can be found at: [www.menziesfoundation.org.au](http://www.menziesfoundation.org.au)

## **THE POSITION**

### **Purpose of Position**

The purpose of this new position is to provide operations support across the breadth of the Foundation's activities.

The Foundation has recently developed a new strategic direction, and requires new approaches to CRM, brand management, communications and the continuing development of the technological platform to support all grant making and administrative functions of the Foundation.

Specific responsibilities include:

- Developing and managing the Foundation's CRM platform
- Supporting the development of the Foundation's brand management strategy and collateral
- Communications activities
- Alumni relations
- Bequest program management
- IT and software management
- Logistics
- Event management
- Special projects
- Secretariat, executive and administrative support.

The successful applicant will play an important role in a small, nimble and dynamic team where an all hands-on deck approach is essential.

### **Accountabilities and Responsibilities**

These include but are not limited to:

- Developing and maintaining the Foundation's CRM system
- Working with the CEO on the development and implementation of the Foundation's brand management and communications strategy across multiple channels
- Developing and optimising the Foundation's digital platforms
- Managing Alumni relations
- Developing and implementing a bequest program
- Responsibility for the management of the Foundation's events
- Responsibility for developing and managing the Foundation's administrative functions.

Additional responsibilities include:

- Working with external organisations and donors
- Assisting with fundraising strategies
- Providing administrative support to other activities and personnel as part of working in a small team.

### **Additional Information**

- Some intrastate and interstate travel may be required.
- Some out of hours work will be required.

## WORKING RELATIONSHIPS

### Internal

- CEO

### External

- Government bodies
- Philanthropic trusts and foundations
- Universities
- Donors
- Community/supporters
- Alumni

## QUALIFICATIONS, SKILLS AND ATTRIBUTES

### Selection Criteria

#### Essential

- Experience in brand management and communications, with a high level of creativity.
- Experience in donor and stakeholder database management.
- Demonstrated project management or event management capability.
- Ability to write content for various audiences, to a high standard.
- High level of competency in IT and use of a range of current office computer packages, web-based tools and databases.
- Workplace flexibility including the ability to multi-task and work in a small team.
- Excellent written and verbal skills with an ability to deal with people at all levels.
- Strong client focus and ability to build strong relationships.
- Self-motivated and self-directed.

#### Desirable

- Use of eTapestry fundraising database and Blackbaud online grants system.
- Tertiary qualifications in communications, public relations or marketing.

## APPLICATIONS

Please address the Selection Criteria and include two referee names and contact details.

**Address all applications to:** [office@menziesfoundation.org.au](mailto:office@menziesfoundation.org.au)

Closing date: 8 February 2019 at 5.00pm