

THE IRELAND FUNDS AUSTRALIA ARE RECRUITING AN

# Events and Office Manager

The Ireland Funds Australia, a registered charity, is part of a global philanthropic network which promotes and supports peace, culture, education and community development across the island of Ireland and among Irish communities around the world. Celebrating our 35th anniversary in 2022 we have given \$13.2 million since our inception to 135 worthwhile projects, many more than once, across Ireland and here in Australia.



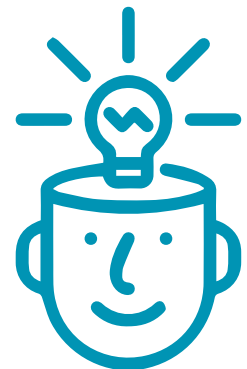
## The Opportunity

We are currently accepting applications from suitably experienced individuals for the Events and Office Manager position. The role will report into the Executive Director. The Events and Office Manager will manage day to day activities of the office and assist with events. The successful candidate will have the scope to implement new ideas and usefully develop our volunteer network to assist our activities. Travel to Melbourne and Brisbane for our annual lunches. To make a difference in the lives of people in Ireland and Australia less fortunate than ourselves.

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## The Events and Office Manager will be responsible for

- End to end running of the office
- Assist with 3 major fundraising events in Sydney, Melbourne and Brisbane
- Help develop our Young Leader Networks in Sydney, Melbourne and Brisbane
- Secure sponsorship and donations for our events
- Manage account details in Xero, ensure financial compliance and assist in annual audit preparations
- CRM Management
- Maintain charitable compliance and reporting
- Manage our social media channels
- Work with our colleagues in the USA and Ireland regarding our communications and the projects we support



## What we are looking for

- 5 years experience in office and event management
- Strong written and verbal communication skills
- Strong computer skills, particularly with Microsoft Office and social media
- Accounts management experience, preferably with Xero
- High level of attention to detail
- Proven track-record of excellent stakeholder and relationship management



## Characteristics

- Someone who strives to make improvements to existing systems and processes
- Someone who is strategic and considers the bigger picture
- The ideal candidate must be flexible in their availability as extended hours will be required from time to time for this role
- Attention to detail and timeline management
- Passion and energy



## To Apply

Suitably experienced and interested individuals should provide a one page letter of introduction addressing:

- Why you are interested in the position
- The three most important things you will bring to the role...

Along with this letter please also submit your resume which should be no longer than 3 pages to:

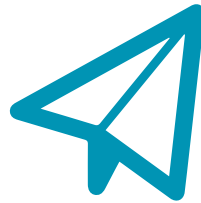
**Via email:**

[tkeating@irelandfunds.org](mailto:tkeating@irelandfunds.org)

**Deadline for applications:**

**COB Wednesday 20 October 2021**

Applicants must be legally entitled to work in Australia



Teresa Keating

**Executive Director**

**Ireland Funds Australia**

[www.irelandfunds.org](http://www.irelandfunds.org)