



POSITION DESCRIPTION

Campaign Coordinator

POSITION TYPE

Full-time contract until December 15th, 2021
(with the potential to extend)

REPORTS TO

Campaign Manager

LOCATION

Melbourne, Victoria

The Campaign Coordinator will be instrumental in bringing the Polished Man campaign to life. The successful candidate will be responsible for the community management of our digital platforms and engagement with our passionate supporters. In managing all of the campaign's owned channels, this person will also be the first point of contact for our fundraisers and donors.

The successful applicant will also be responsible for supporting the Partnerships & Engagement Manager. This will entail creating a pipeline of Polished Man corporate teams, onboarding them, supporting them throughout their fundraising and reporting successes. You will also be required to meet with external parties and coach them on the benefits of supporting Polished Man to their business and culture. You will identify potential major partners from the teams' network.

Project management, evaluation, and regular reporting will be a key part of this role. This person will support the existing team in a number of elements of the campaign including campaign strategy, marketing, communications, and managing all general enquiries and other administrative support as required.

This role requires management of multiple external stakeholders in addition to ygap volunteers and staff. This role is extremely diverse and ideal for an individual with fundraising, marketing or communications experience, coupled with excellent administration and project management skills. You will need to be prepared to come in and hit the ground running!

YGAP & POLISHED MAN

ygap is an international organisation that supports early-stage social impact ventures with locally led solutions to local problems. We believe in the power of inclusive entrepreneurship as an effective way to make equitable and sustainable change in the world.

We find, accelerate and support the growth of impact ventures led by local entrepreneurs who deeply understand the unique challenges of their communities and are best placed to develop solutions, and we create enabling environments for ventures to succeed in the ecosystems in which they operate.

We currently support ventures across Africa, South Asia, the Pacific Islands and Australia. ygap has offices and local teams that lead our programs in each area that we work. To date, our work has positively impacted the lives of over a million people.

Running for the month of October, the Polished Man campaign celebrates the great men and women in our society: those who paint a nail, raise funds, raise their voice and actively commit to ending violence against children. Over the last seven years, we have raised \$7M, engaged over 100,000 people from around the world to get behind this movement funding both trauma recovery and trauma prevention in Australia and around the world. In the past we had the likes of Chris Hemsworth, Zac Efron, Kelly Slater and Malcolm Turnbull get behind us, just to name a few!

OUR RECRUITMENT GUIDING PRINCIPLES

We have three guiding principles by which we approach our hiring process:

1. We embrace flexible work arrangements, built on trust and respect.
2. We encourage applicants from all cultures, ethnicities and backgrounds.
3. We have a strong focus on diversity, inclusion, gender equity and gender equality across all our operations.

DIVERSITY STATEMENT

At ygap, we welcome all people to be unapologetically themselves. We are not the same and that is our greatest strength. It is the collective sum of our individual differences, beliefs, experiences, self-expression and talent that enables us to live out our purpose which is to advance global equity through inclusive entrepreneurship. To truly achieve this, we need a community that is representative of the people we serve; the people of the world.

ygap is committed to cultivating and preserving a culture of equity, diversity and inclusion across the organisation and all of our operations.

OUR VALUES

Humility

It's not about us, it's about the people we serve.

Empathy

We genuinely care about the work we do.

Integrity

We work like everyone is watching.

Effectiveness

We make decisions and then get things done.

Innovation

We challenge assumptions, test new ideas and take smart risks.

KEY ROLES & RESPONSIBILITIES

- Social Media community management;
- Managing the hello@polishedman.com inbox, responding to all enquiries in a friendly, professional and timely manner;
- Oversight and support of key campaign tasks;
- Coordinate packing house and postage of kits and collateral, etc.;
- Develop strategy to monitor PM database and identify high potential fundraisers and teams, and opportunities for partnerships via sign ups and social media;
- Provide support to the Partnerships and Engagement Manager;
- Build, inspire and manage a team of volunteers to help achieve Polished Man campaign goals.

THE TYPE OF PERSON WE'RE LOOKING FOR

- A campaign all-rounder, you have experience in fundraising (peer-to-peer fundraising experience desirable), campaigning, and/or digital marketing;
- You have excellent verbal, presentation and writing skills, with active listening skills, and also represent the organisation at events;
- You will have experience with media, social media, or communications;
- You will be a strong communicator who can effortlessly build meaningful relationships with businesses, clubs and associations;
- You have a professional, confident and driven work style with a positive, team orientated spirit;
- A self-starter, you will have strong multi-tasking skills, and the ability to work autonomously;

- You are excited by a challenge and willing to work within tight deadlines and limited budgets;
- You demonstrate the highest level of personal and ethical standards with the ability to represent the organisation professionally and responsibly;
- You don't necessarily need non-profit experience, but you will have a strong passion for helping to improve the lives of people living in disadvantage and those being subjected to violence.

EXPECTATIONS

Full time position based in Melbourne, Victoria. Attendance required at Polished Man team meetings and other events or meetings as required, in order to maximise the successful achievement of outcomes.

ADDITIONAL REQUIREMENTS

Flexibility in working outside normal business hours and interstate travel (please note that some meetings you will be required to attend are in the evening).

APPLICATION PROCESS

Please send your cover letter addressing the Key Roles and Responsibilities, and CV to hello@polishedman.com

There is no deadline for applications. We will be scheduling interviews on a rolling basis, so please apply as soon as possible.