



**Position:** Fundraising and Sponsorship Manager (cultural heritage)

**Basis:** Part-time (0.4 FTE)

**Organisation:** Mawson's Huts Foundation

**Reports to:** Chief Executive Officer

**Location:** Hobart preferred (hybrid or remote work in other locations within Australia considered)

**Duration:** Permanent

**Hourly rate:** \$40-\$48 per hour

### **Join the Adventure!**

Are you ready to embark on an incredible journey preserving history and igniting the curiosity of future generations? The Mawson's Huts Foundation is calling for a dynamic and passionate individual to step into the role of **Fundraising and Sponsorship Manager**. If you are someone who thrives on making a real impact and loves the idea of preserving the legacy of Sir Douglas Mawson's Australian Antarctic Expedition (AAE) 1911-14, this is the role for you!

### **Who Are We?**

We are not your average foundation. We're the custodians of history, dedicated to safeguarding the iconic huts at the Mawson's Huts Historic Site in East Antarctica. Our mission? To keep alive the spirit of the AAE while inspiring minds through historical education and scientific outreach. And we have a full-scale replica museum on Hobart's waterfront – it is as close as you can get to Antarctica without going there!

### **What You'll Be Doing**

As our Fundraising and Sponsorship Manager, you will be the trailblazer, ensuring the financial heartbeat of our foundation remains strong. From preserving the historic huts to reviving our museum to fuelling our Mobile Antarctic Classroom to supporting our biennial Antarctic Australian Festival, your role will be vital in preserving cultural heritage and educating tomorrow's minds.

### **Your Mission**

- **Craft Innovative Strategies:** Develop creative and effective fundraising plans that steer us towards achieving our conservation, museum revitalisation, and educational goals.
- **Forge Partnerships:** Seek out like-minded corporate sponsors and donors who share our passion for preserving Antarctic heritage. Build relationships, negotiate stellar partnerships, and ensure it's a win-win for all.
- **Champion Grants:** Dive into the world of grants like a seasoned explorer, securing additional funding from various sources to fuel our projects.
- **Engage the Community:** Get the community buzzing! Organise events that not only raise funds but also spread the word about our cause far and wide.
- **Leverage Online Platforms:** Harness the potential of online platforms and crowdfunding techniques to reach a global audience and garner widespread support.
- **Manage a Budget:** Manage budgets with finesse, making sure every dollar finds its way to our worthy projects.
- **Be a Storyteller:** Share our tale with the world! Engage with the media and spread the word about our incredible initiatives.

## Your Credentials

Got the spark? Here is what we're looking for:

- **Demonstrated Expertise:** At least two years in a similar role and a tertiary qualification in a field related to business, marketing, conservation, or non-profit management.
- **Know the Terrain:** Prior experience in the non-profit sector and a deep understanding of fundraising, grants, and conservation efforts. Knowledge of the Antarctic sector is a plus!
- **Tool Belt:** Your proficiency with software like Microsoft Suite, Excel, and Teams will be your compass in this role.

**AND** the adventure is not just about qualifications; it's about who you are:

- **Team Player:** You're not just navigating this journey alone. You value teamwork and collaboration, knowing that together, we achieve greatness.
- **Communication Maestro:** Your ability to communicate is as sharp as an Antarctic iceberg. Engaging with sponsors, building bridges, and fostering relationships are second nature to you.
- **Charismatic Trailblazer:** Being personable isn't just a skill; it's your nature. Your enthusiasm and charm inspire others to join our cause and support our mission.
- **Trustworthy Colleague:** Just like packing your essentials for an Antarctic adventure, having a satisfactory National Police Check and a Tasmanian Working with Vulnerable People Card (or home state equivalent if working remotely) – or the

ability to obtain them – is essential to ensure the safety and trustworthiness of our team.

### **How to Join the Expedition**

See yourself as the polar champion we need? To apply, write a cover letter addressing the points outlined in the ‘Your Mission’ and ‘Your Credentials’ sections. Don’t forget to attach your current CV/résumé and LinkedIn profile.

Please send your application to Lara Colrain, our Acting CEO, at [lara.colrain@mawsons-huts.org.au](mailto:lara.colrain@mawsons-huts.org.au).

Applications close on 31/01/2024.

Let’s write history together!