



Fundraising & Communications Officer

- Permanent Full Time Role
- Convenient Woolloongabba location
- Non Profit and Cause Based organisation

An exciting, challenging and rewarding opportunity exists for a dynamic, creative and proactive individual to join Open Minds – an organisation supporting people with mental illness, intellectual disability and acquired brain injury in South East Queensland.

Reporting to the Fundraising Manager, we are seeking a full time Fundraising & Communications Officer to work in our expanding Fundraising & Communications department.

The position is 'hands on' and includes coordination of events, implementation of the communications plan, supporting the Fundraising Manager in fundraising projects and initiatives and managing the organisation's marketing and brand through media, website and public relations activities.

You will have experience in a similar Marketing, Fundraising or Communications role and/or qualifications in Communications, Journalism, Marketing, Public Relations or a related discipline. Demonstrated experience in the implementation of a Communications or Fundraising Program and experience with copy writing, promotion, marketing, media liaison, event management and relationship management is highly desirable.

If you believe you have the passion and drive for this role we encourage you to apply. A competitive remuneration package will be offered to the right candidate.

The full position description and information about Open Minds can be found by visiting www.openminds.org.au

Applications may be emailed to hrm@openminds.org.au and should address each of the 6 essential selection criteria in the PD in writing and include a cover letter and full resume.

Applications close 4pm Friday 6th August 2010.