

POSITION DESCRIPTION

Tree Kangaroo Conservation Program

AM100057 - Sponsorship, Fundraising & Communications Manager

The **Tree Kangaroo Conservation Program (TKCP)** is a Papua New Guinea based and registered non-profit organization which has worked with the communities and landowners in the Yopno-Uruwa-Som (YUS) landscape since 1996. Together with YUS landowners and the PNG Government, TKCP helped to establish the country's first nationally-protected Conservation Area in 2009.

Applications are invited for this management role based in Lae.

SPONSORSHIP, FUNDRAISING AND COMMUNICATIONS MANAGER

The role will be responsible for developing partnerships and securing sponsorships and funding to support TKCP's ongoing conservation efforts and community support initiatives within the YUS Conservation Area.

Key Responsibilities:

- Engage with businesses, sponsors, and potential donors to secure funding, and organize flagship fundraising events annually to support TKCP's operational costs.
- Develop and implement communication strategies to boost TKCP's visibility, strengthen community relations, and foster engagement with key stakeholders and the broader public.
- Secure sponsorships and donations from businesses and other donors, organizing successful events such as an annual golf day and supporters' breakfast to generate financial support.
- Execute a communications strategy that enhances TKCP's presence in mainstream media, editorials, and publications.
- Manage and grow TKCP's social media presence and website to build engagement, broaden the supporter base, and increase the organization's outreach and impact.

Required Qualifications & Experience:

- Bachelor's degree or higher qualifications in Communications, Marketing, Public Relations, or a related field.
- Valid PNG driver's license (minimum Class 3).
- Experience in partnership development, fundraising, and communications, ideally in the non-profit or NGO sector.
- Established network of media contacts and experience in media relations.
- Strong organizational skills with the ability to manage multiple projects and meet deadlines.
- Excellent written and verbal communication skills, with the ability to craft compelling narratives.
- Proficiency in social media management and website content management systems.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>, complete the online application form and attach the following: updated CV, including details of three (3) referees. For more information or to request a full Position Description email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 6th December 2024

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.

- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview.