



## Stakeholder Manager

Minderoo is proudly Australian encompassing the Minderoo Foundation (founded in 2001 by Andrew and Nicola Forrest) and the private business holdings of the Minderoo Group. The core pillars of the Minderoo Foundation are: driving change in global cancer research to encourage collaboration, ending modern slavery, creating parity for Indigenous Australians, ensuring all children in Australia reach their full potential, nurturing new talents in the arts, fostering innovative community development, generating world-changing research and innovation in Western Australia and most recently, global marine conservation.

Reporting to the Chief Executive Officer of the Eliminate Cancer Initiative (ECI) and Director of Communications, we are currently seeking an experienced Stakeholder Manager to drive ECI's global internal and external stakeholder activities. With the mission to make cancer non-lethal for the next generation, the ECI is poised to make a difference in cancer knowledge and disruptive technologies positioning our generation to make cancer history.

This role will work closely with ECI leadership across each of our projects to develop and execute strategies to ensure effective stakeholder management and to identify opportunities for collaboration. Working closely with our Minderoo communications team, this position is also responsible for managing our communications portfolio to ensure adequate exposure and profile-raising of the ECI in the global cancer market.

In addition, this person will drive the ECI reporting function including managing business planning, budgeting and outcome capture associated with the ECI portfolio.

### The Role

- Develop and implement communications strategies for ECI programs of work (such as the Universal Cancer Databank (UCD), Count Me In program (CMI) and our Global Brain Cancer Mission)
- Curate, populate and manage the delivery of professional and effective communication products across a broad range of media including website, print, professional evidence briefs, traditional and social media with guidance from Minderoo's Director of Communications
- Synthesize complex information into a simple format for a wider audience
- Drive the annual business planning process, board documentation and monthly reporting requirements in support of ECI leadership to develop robust outcomes and indicators for our projects
- Oversee and enhance the internal reporting, budgeting and outcome capture function for ECI and its various initiatives in conjunction with ECI's CEO
- Build and maintain ECI's list of key stakeholders across our multiple initiatives and identify opportunities for collaboration within ECI's focus areas to ensure leverage of resources and driving broader impact through our partners across the ECI global network. Track deliverables and milestones as appropriate
- Advise and oversee effective events and opportunities to build stakeholder engagement and support of ECI core projects
- Manage the ECI general information mailbox



## The Person

- Relevant tertiary qualification(s) - Degree in Business management and/or Communications
- Minimum 5 years of demonstrated previous experience in stakeholder management and communications
- Outstanding written communication skills with strong attention to detail and ability to translate technical concepts and synthesise complex information in a timely and accurate fashion
- Ability to manage multiple projects simultaneously and autonomously
- Knowledge and passion for philanthropy and the cancer industry
- Highly developed interpersonal communication skills, including demonstrated ability to network, negotiate and work collaboratively with key internal and external stakeholders
- Digital experience across websites and electronic newsletters and proven expertise in managing social media platforms
- Proven experience coordinating and managing events
- Experience working in the clinical/medical sector an advantage

Please forward a resume and cover letter to: [recruitment@minderoo.com.au](mailto:recruitment@minderoo.com.au)