



Tour de Cure Operations Manager Full Time

About Tour de Cure

Tour de Cure raises vital funds to support the boldest research, the most talented scientists and the ground-breaking projects that will have the biggest impact in the fight to cure cancer.

From humble beginnings in 2007, the Tour de Cure community has grown to become a national movement of thousands of people, riding, walking, and running to raise awareness and inspire support in the dream of a world without cancer.

The Operations Manager is charged with making Tour de Cure's operations run as efficiently as possible by helping identify and enable improvement initiatives with a focus on IT processes/systems and data analytics. You'll work across the organization - including events, fundraising, tour development, corporate sales and partnerships. This is a hands-on role for a small, but growing not for profit.

The impact you have will go a long way to build on the on the \$80M of funds raised so far that has delivered more than 75 research breakthroughs. The more efficient our processes and systems are the more we can ensure will go towards funding cancer research programs across Australia.

Responsibilities:

You will be responsible for all aspect of ICT, and your responsibilities will include:

- Manage the relationship with our IT support services
- Lead in all aspects of digital development including the formulation and implementation of the digital strategy
- Lead the implementation of various IT projects to enhance the overall processes within the company, with the current focus being on Microsoft Dynamics CRM
- Identify and act on opportunities to improve and update software/hardware/systems
- Ensure a safe and secure technology eco-system is created with the appropriate protection and monitoring in place to address cyber security vulnerabilities (supported by our IT support provider and IT Committee)
- Ensure and uphold compliance with all relevant industry security standards and other legislation identified within the IT risk framework
- Drive and manage projects to ensure successful delivery including ongoing support and training
- Support with IT logistics for all tours and events.

Skills and Attributes:

- Relevant tertiary degree and/or recognised qualifications within Information Technology
- 3+ years relevant IT experience with a focus on IT administration and security, SQL, data analytics
- A strong working knowledge of Microsoft technologies including Microsoft 365
- Experience in management and delivery of IT services, business systems and support across the company
- Data analytics experience (including power query and power BI)
- Technical skills including systems review, design, and implementation
- Clear communication and presentation skills
- Ensure policies and processes are in place to monitor and continually improve all aspects of the IT function
- Commercial expertise including vendor procurement and management, cost control, and compliance
- Knowledge of CRM Systems (Microsoft Dynamics preferred)
- Team-player. Able to work autonomously if required
- Strong charity ethos. Driven to make a difference.

Benefits include:

You will be given the autonomy to develop and improve an environment, implement change, and drive the business. We actively promote self-development, providing internal and external training opportunities.

- Join a passionate community that is on a path of growth and expansion
- Every day provides a collaborative and down-to-earth team environment which is open to your ideas for improvements
- Flexible work arrangements
- NFP salary packaging
- Work in a purpose driven workplace and play a role in finding a cure for cancer
- Immediate start.

Application Process

Please apply as soon as possible as applications will be reviewed on an immediate basis. Email angela@tourdecure.com.au.

Tour de Cure values

Uphold the Tour de Cure CARING values at all times

Courageous

Achieving

Respectful

Inclusive

Nurturing

Growing