

Job Title: Fundraising Co-ordinator

Requirements: Part-time, Permanent
some weekends/evenings are required.

Reports to: Manager

Trust Purpose We enhance the wellbeing and quality of life for those with a breast cancer diagnosis and their whānau, so they feel connected, engaged and supported.

Trust Vision We are a strong, well-funded local organisation providing meaningful practical and emotional support to every person who needs our service throughout the Western Bay of Plenty.

Trust Values kōrero mai, kōrero atu – we inform
We use our knowledge and experience to share, speak, listen and be supportive

Ngākau aroha – we care
We are empathetic, compassionate, kind-hearted, considerate and caring

Tauawhi – we embrace
We create a safe environment where we embrace and support one another

Whanaungatanga – we connect
We build trusting relationships through shared experiences and working together

Whakamana – we empower
We confirm, enable and validate

Position Purpose

The purpose of this role is coordinate and implement the fundraising programme so that activities are in line with the goals and objectives of the Strategic Plan.

Key Responsibilities

- Fundraising Create and implement all elements and aspects of fundraising campaigns.
- Grow and nurture a portfolio of existing supporters (donors and volunteers) to grow the net annual fundraising income.

Utilise digital tools for data collection; planning and execution of fundraising and donor activity.

Provide timely and accurate reports on fundraising and donor activity as required to the Manager.

Explore fundraising opportunities and ideas for future sustainability and report on these to the Manager.

Relationships: Demonstrate a commitment to and respect for Te Tiriti o Waitangi and support staff to incorporate this in their work.

Embody the Values, Purpose and Vision of the organisation in service delivery, team and stakeholder relationships.

Attend network, development and community relations events effectively representing the organisation.

Develop and maintain mutually beneficial relationships with funders, donors and sponsors.

Mindful of the importance of the reputation of the Trust (its 'Brand'); and in conjunction with the Manager, build brand awareness at all times protecting the reputation of the Trust.

Marketing Develop content for both print and online that supports strategic, fundraising and marketing objectives.

Communicate donor/impact stories through appropriate channels.

Create templates for acknowledgement purposes, pledge reminders and other communication purposes, ensuring the quality and rotation of messages.

Plan and implement effective social media communications that are regular, varied, timely and that promote our 'Brand'.

Other Duties: From time to time undertake other duties as requested by the Manager, that are consistent with the overall purpose of this position.