



VOLUNTEER WELLINGTON | TE PUNA TAUTOKO
Your Community Connector

POSITION TITLE: Fundraiser

REPORTING TO: Regional Manager, Volunteer Wellington

EMPLOYMENT STATUS: Part-time contract (20 hrs/week for 20 weeks)

VOLUNTEER WELLINGTON – YOUR COMMUNITY CONNECTOR

Volunteer Wellington plays a vital role in the community and voluntary sector, championing volunteering and building the capacity and capability of communities in greater Wellington. We work with 400 community groups providing a diverse volunteer work force needed to deliver their essential services. We provide a comprehensive professional development programme to support best practice in the community sector. Each year we recruit and refer 3000 volunteer seekers to voluntary roles and broker more than 100 employee volunteers to complete 100 community projects.

BACKGROUND TO FUNDRAISING AT VOLUNTEER WELLINGTON

Volunteer Wellington wants to expand our services, creating new and exciting opportunities to engage with volunteers and establishing a centre of excellence for organisations working across the community sector.

To do this Volunteer Wellington wants to diversify its revenue generation to reduce reliance on national and local government funding, and create a sustainable funding structure that will support the organisation as it moves into the future. Our regional manager with assistance from a part time grant writer manages income generation.

POSITION PURPOSE

The Nikau Foundation have generously granted funding to enable Volunteer Wellington to further develop its fundraising capacity. We are now seeking a Fundraiser to develop and implement a regular giving programme to provide a reliable source of income for Volunteer Wellington.

KEY RESPONSIBILITIES

Reporting to the Regional Manager and with the support of the Volunteer Wellington Board, the Fundraiser will:

- Develop the case for support for the regular giving programme
- Identify from within Volunteer Wellington's existing stakeholder database prospective donors for the programme
- Develop the stewardship framework for the programme
- Ensure that systems and tools are in place to enable making a regular donation is the best possible process for donors and donations are processed accurately.

- Set up a system for ensuring donor records are maintained in line with relevant legislation and best practice.
- Develop communications, collateral and workplan for the launch of the programme

PERSON SPECIFICATION:

Minimum 3 years' experience working in a paid fundraising capacity. You will need to demonstrate a good understanding of fundraising principles and practice. Experience in managing or administering regular giving programmes will be an advantage.

- Confidence to make the ask.
- Well-developed communication skills – written, oral and listening. You will need to demonstrate the ability to present information in an appropriate and engaging manner.
- An understanding of how to use data to inform fundraising strategy and identify prospective donors.
- A good organiser with a methodical approach to planning, analysis, presentation of information and an ability to prioritise tasks in order to meet deadlines.
- Strong computer literacy, including an understanding of online giving and fundraising databases.
- Have a confident and outgoing nature, and enjoy working collaboratively, as well as work effectively independently.
- Flexible, adaptable and willingness to meet demands and work to deadlines
- Passion for the not- for- profit sector
- Full and current driver's license
- Commitment to and an understanding of the principles of the Treaty of Waitangi and bi-culturalism and multi-culturalism
- The successful candidate will be asked to provide evidence of their right to live and work in New Zealand

BENEFITS:

A unique opportunity to positively impact the fundraising capacity of Volunteer Wellington. Work in a supportive environment with a team who are committed and passionate about what they do and the difference they make to Wellington's diverse communities. You will have the flexibility to work from home as well as in the office. We are located in desirable premises in Wellington's CBD.

TO APPLY:

If this sounds like the right job for you then please email an updated CV with a cover letter addressed to Julie Thomson, Regional Manager, Volunteer Wellington, julie@volunteerwellington.nz, outlining your experience against the core competencies in the job description and tell us why you would want to work for Volunteer Wellington.

The closing date for this role is Sunday 17 February 2019