



VOLUNTEER WELLINGTON | TE PUNA TAUTOKO
Your Community Connector

POSITION TITLE:	Fundraiser
REPORTING TO:	Regional Manager, Volunteer Wellington
EMPLOYMENT STATUS:	Part-time permanent (20 hours a week)

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 1000 employee volunteers to complete 100 community projects.

Following funding from the Nikau Foundation to develop and implement a Fundraising Strategy, Volunteer Wellington would now like to recruit a Fundraiser to build on and grow the fundraising programme. The foundations are in place and we are looking for the right person to take the fundraising programme to the next level.

Key Responsibilities

Reporting to the Regional Manager, the Fundraiser will be expected to:

- Work collaboratively and cooperatively with team of paid employees and volunteers at Volunteer Wellington to achieve the organisation’s strategic goals for developing new revenue streams and increase support for Volunteer Wellington across the region.
- Implement and build on Volunteer Wellington’s Fundraising Strategy including,
 - Write compelling grant applications and complete accountability report requirements within specified timeframes,
 - Further develop and grow a regular giving programme
 - Identify other opportunities to expand Volunteer Wellington’s income generation as appropriate.
- Identify and build relationships with potential and existing donors, supporters and stakeholders to increase the level of engagement through appropriate communication including phone calls, emails and letters, and track their participation.
- Work to improve and refine the use of information technology to accurately record, retrieve and interpret data in line with privacy legislation and best practice in fundraising, to build strong donor relationships.

- Keep up-to-date locally, nationally and internationally with fundraising ideas, trends and information in order to enhance Volunteer Wellington's fundraising practice and supporter engagement.

Person Specification:

- Minimum 2 years' experience working in a paid fundraising capacity. You will need to demonstrate a good understanding of fundraising principles and practice.
- Ability 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.
- Excellent interpersonal skills including a good telephone manner, and the ability to act in a professional, courteous and friendly manner.
- A good organiser with a methodical approach to planning, analysis, presentation of information and an ability to prioritise tasks in order to meet deadlines.
- Knowledge and experience of Vega and Superhero or other fundraising and survey platforms.
- Strong computer literacy, including a good working knowledge of Microsoft Office.
- 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

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 **Monday 9 September 2019**