

Scope of the Position	
Position Title	Fundraising Administrator
Reports To	Service Support Manager – Revenue Development
Service Directorate	Member – Fundraising Team Division – Colleague support
Location	This position is based in the Division office; however, travel to other Centre’s or regions is required from time to time
Hours	This is a part time position (30 hrs/week). The specific working days and times will be negotiated to suit.
Direct Reports	No Direct Reports
Responsible For	<ul style="list-style-type: none"> • The Fundraising Administrator will primarily oversee the donor database for the Division. This role will also support fundraising activities through administrative tasks and telephone support for online fundraising. • Digital Campaign is one of the vital parts of the role. The Fundraising Administrator will support the planning, execution and optimization of digital marketing campaigns. • This is a Division wide role that sits within the Fundraising team whose functions include fundraising and events. It is preferred that this role be based at the Divisional Office in Palmerston North. There may occasionally be some away travel required to assist Centres to support the significant events and activities of the fundraising work across the Division.
Internal Relationships with	<ul style="list-style-type: none"> • Chief Executive • Service Managers • Centre Liaisons • Income Development/Fundraising staff • Executive Committee members • Divisional staff and Volunteers
External Relationships with	<ul style="list-style-type: none"> • External funding agencies • Service groups • Business community • Donors
Delegated Authority	The Delegated Authority Policy sets out the scope and limits of Delegated Authority as it applies to this role



About the Cancer Society	
Our Mission, To Mātou Koromakinga	<p>To reduce the incidence and impact of cancer in New Zealand</p> <p><i>The Cancer Society is committed to working with our communities by providing leadership and advocacy in cancer control with core services in Community Health, Support and Information Services, Research and Advocacy.</i></p>
Our Vision, Te Matakite	Working together towards a future free from cancer
Equity Charter	<p>Our Equity Charter guides our approach to our mahi</p> <p>Te Tiriti o Waitangi – Commitment and application of Te Tiriti o Waitangi is evident throughout the organisation</p> <p>Kotahitanga – Everyone is aware of and enabled to address inequities</p> <p>Mana Taurite – Equity is embedded in all policies, structures, systems and services</p> <p>Matauranga – CSNZ funded research improves equitable cancer outcomes across the continuum for all new Zealanders</p> <p>Whaitaua – CSNZ advocacy improves equity outcomes across the continuum for all New Zealanders</p> <p>Haepapatanga kit e Hapori – accountability mechanisms are embedded throughout the organisation</p> <p>Mahi Arataki – our equity strategies are sustained and responsive to changing equity needs</p> <p>Kaitiakitanga – sustainable and eco-friendly processes are embedded throughout the organisation</p>
Federation	<p>The Central Districts Division includes the 5 Centres of Taranaki, Whanganui, Manawatu, Hawke’s Bay and Gisborne.</p> <p>It is a part of the Federation of the Cancer Society of New Zealand</p> 



Operating Tasks & Results Areas	
Purpose of the Role	<ul style="list-style-type: none"> • The Fundraising Administrator will primarily oversee the donor database for the Division • Digital Campaign is one of the vital parts of the role. Planning, execution, and optimization of digital marketing campaigns • To support and grow revenue through donor care, digital campaigns and supporting events for Centres • Data analysis, reporting and presentation • Ensure that supporters/donors have an outstanding experience through the provision of our information, follow up and engagement with the Cancer Society • Utilise social media infrastructure and approaches to engage potential donors/community fundraisers
Key Activities	<ul style="list-style-type: none"> • Deal appropriately with incoming and outgoing correspondence and calls for donors • Work with Division staff to ensure the CRM system is streamlined, accurate and efficient to manage the processing of incoming fundraisers • Digital Campaign is one of the vital parts of the role. Planning, execution, and optimization of digital marketing campaigns. Work with the Central Districts team to manage the administration function of fundraising activities • Attend all service meetings (video conferencing or face to face) • Maintain knowledge and be current with policies and practices of the Division • Support the Service Support Manager with any additional administrative tasks, especially events focused and corporate fundraising
Equity	<ul style="list-style-type: none"> • Recognises and supports the CS commitment to Equity and addressing issues of inequity with Māori and with other disadvantaged communities • Attends and engages with Equity work and encourages staff to do the same
Attitudes and Behaviours	<ul style="list-style-type: none"> • Positivity in work tasks and relationships with others • Future focussed • Process and analysis to inform decisions and actions • Learning new skills and problem solving



Performance Measures	
KPIs	<p>Alongside the deliverables of the Position Description as above, the following KPIs are the basis of expected performance of this role</p> <ul style="list-style-type: none"> • KPIs are set annually and will be specific and measurable results, driven against annual plans, budget and revenue for any specific activities • All comms is effective and present to the Society in a positive manner • A positive work culture is maintained <p>Proactive work towards achieving professional competencies and personal development goals</p>

Qualifications, Experience, and Employee Attributes	
<p>Qualifications and Experience, Tautōhito Tohu</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum of 2 years' administration experience • Strong interpersonal skills • Strong social media skills • Experience with Microsoft Office and database work • Strong written and oral communication skills • Ability to work collaboratively with others • Project support capability for administrative support for activities and events • Ability to work under pressure and to deadlines • Punctuality and timeliness with good time management skills • Able to work extra hours if required • Conflict management and self-management skills • Able to work independently and as a member of a larger team • Accuracy and attention to detail in all aspects of your work • Excellent organisational skills • A current NZ full Driver Licence <p>Desirable:</p> <ul style="list-style-type: none"> • Te Reo is desirable
<p>Personal Attributes, Huanga e pa ana</p>	<ul style="list-style-type: none"> • Ethics and personal standards that are compatible with the Cancer Society • Excellent communications, written and oral, able to coach and advise staff • Able to relate positively to diverse people and ideas • Behaviour that reflects the values and position of the Cancer Society • Good time management and self-motivation, sets goals and priorities and meets timeframes • Rational and systematic approach to tasks and problem solving • Participates in staff activities and supports colleagues, offers help and advice, nurtures employment relationships • Proactively seeks to develop skills and professional development • Can work independently and as part of a team

Acceptance and Variation

From time to time, other duties, tasks, and work that are not stated in this Position Description may be required to contribute to the growth, operations, or the profile of the Division and its ability to meet the Mission of the Cancer Society, and will be required for the performance of the position.

Travel to other areas is an essential component of the role and may be monthly/fortnightly/weekly or more often as required to maintain the operations of the Division.

Position Descriptions are reviewed at least every 2 years and subject to change as the organisation grows and develops.

I have read, understood, and agree to this Position Description

Signed _____

Name _____

Date _____

End