


**POSITION DESCRIPTION**  
**SERVICE: Fundraising**  
**ROLE: Fundraising Coordinator**

Scope of the Position	
<b>Position Title</b>	<b>Fundraising Coordinator</b>
<b>Reports To</b>	Service Support Manager – Revenue Development
<b>Service Directorate</b>	Member – Fundraising Team
<b>Location</b>	This position is based in the Division office; however, travel to other Centre's or regions is required from time to time
<b>Hours</b>	This is a part time position (30 hrs/week) Hours of work are between 8:00am and 8:00pm Monday to Friday with some weekend work required from time to time
<b>Direct Reports</b>	<b>No Direct Reports</b>
<b>Responsible For</b>	Managing and supporting fundraising activities to provide and increase revenue for all centres within Central Districts Division including: Grant Applications Developing and maintaining sponsorship relationships Developing and initiating Bequest initiatives Supporting the Donor programme Supporting the Events team
<b>Internal Relationships with</b>	Staff and Volunteers of the Centre/Division Centre Executive Committee Members
<b>External Relationships with</b>	Sponsors/Local Businesses across the Division Grant Funders Community Stakeholders
<b>Delegated Authority</b>	The Delegated Authority Policy sets out the scope and limits of Delegated Authority as it applies to this role

About the Cancer Society	
<b>Our Mission, To Mātou Koromakinga</b>	<p><b>To reduce the incidence and impact of cancer in New Zealand</b></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>
<b>Our Vision, Te Matakite</b>	<b>Working together towards a future free from cancer</b>
<b>Equity Charter</b>	<p><b>Our Equity Charter guides our approach to our mahi</b></p> <p><b>Te Tiriti o Waitangi</b> – Commitment and application of Te Tiriti o Waitangi is evident throughout the organisation</p> <p><b>Kotahitanga</b> – Everyone is aware of and enabled to address inequities</p> <p><b>Mana Taurite</b> – Equity is embedded in all policies, structures, systems and services</p> <p><b>Matauranga</b> – CSNZ funded research improves equitable cancer outcomes across the continuum for all new Zealanders</p> <p><b>Whaitaua</b> – CSNZ advocacy improves equity outcomes across the continuum for all New Zealanders</p> <p><b>Haepapatanga kit e Hapori</b> – accountability mechanisms are embedded throughout the organisation</p> <p><b>Mahi Arataki</b> – our equity strategies are sustained and responsive to changing equity needs</p> <p><b>Kaitiakitanga</b> – sustainable and eco friendly processes are embedded throughout the organisation</p>
<b>Federation</b>	<p>The Central Districts Division includes the 5 Centres of Taranaki, Whanganui, Manawatū, 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	
<b>Purpose of the Role</b>	<ul style="list-style-type: none"> <li>This is a Division wide role that sits within the Fundraising team, whose functions include: fundraising, events, sponsorships, grants, bequests, overseeing communications when required and documenting processes</li> <li>To support and grow revenue through sponsorship and grants for Centres and the Division</li> <li>Ensure that sponsors, trusts, and grant providers have an outstanding experience and that all relationships are nurtured through continuous engagement, follow up and accountabilities</li> <li>Oversee the donor database for the Division including administrative tasks and telephone support</li> </ul>
<b>Key Activities</b>	<p>Grant Applications</p> <ul style="list-style-type: none"> <li>To maintain and further develop the grants programme to meet and exceed budget</li> <li>Align Divisional and Centre activities to maximise grant and sponsorship opportunities</li> <li>Complete and keep record of all accountabilities for all successful grant applications</li> </ul> <p>Sponsorship</p> <ul style="list-style-type: none"> <li>Identify and action sponsorship opportunities and ensure a cohesive and professional approach</li> <li>To work alongside Centre staff to develop a suite of sponsors within their areas, and coach them to nurture their sponsors</li> <li>To support all staff to recognise and support any National or Regional sponsors (eg ANZ)</li> <li>Develop and maintain relationships with external stakeholders; both fundraisers and external agencies to ensure good working relationships</li> <li>Ensure all sponsorships are nurtured through ongoing communications from the Centres and the Division</li> </ul> <p>Bequests</p> <ul style="list-style-type: none"> <li>To activate and pursue a bequests programme focusing on supporting the work of the Cancer Society for all Centres and the Division</li> </ul> <p>Donor Programme</p> <ul style="list-style-type: none"> <li>Collaborate with Division staff to ensure the CRM system is streamlined, accurate and efficient, and manage the processing of incoming fundraisers, dishonour donations, reconciling and scheduling.</li> <li>Ensuring all processes are followed and meet the best standard of customer care through thank you letters and other forms of communication</li> <li>Manage weekly cancellation reports and lapsed donor reports for regular donors</li> </ul>



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	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>Contributes to the development and evaluation of fundraising campaigns and projects, and provides feedback and suggestions to the Service Support Manager (RD)</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Attend all service meetings (video conferencing or face to face).</li> <li>Maintain knowledge and be current with policies and practices of the Division</li> <li>Support the Service Support Manager (RD) with any additional administrative tasks, especially events focused and corporate fundraising</li> </ul>
<b>Equity</b>	<ul style="list-style-type: none"> <li>Recognises and supports the CS commitment to Equity and addressing issues of inequity with Maori and with other disadvantaged communities</li> <li>Attends and engages with Equity work and encourages staff to do the same</li> </ul>

<b>Performance Measures</b>	
<b>KPIs</b>	<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"> <li>KPIs are set annually and will be specific and measurable results, driven against annual plans, budget and revenue for any specific activities</li> <li>All comms is effective and present to the Society in a positive manner</li> <li>A positive work culture is maintained</li> </ul> <p>Proactive work towards achieving professional competencies and personal development goals</p>

<b>Qualifications, Experience, and Employee Attributes</b>	
<b>Qualifications and Experience, Tautōhito Tohu</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Certificate, Diploma or Degree in any area of Administration or Customer relations</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 2 years' experience in administration</li> <li>Telemarketing or donorcall experience an advantage</li> <li>Proficiency in the use of Microsoft Office</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>Understanding of Treaty commitments and responsibilities</li> <li>Te Reo is desirable</li> <li>Current full NZ Driver Licence</li> </ul>

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<b>Professional Competencies, Mātanga Mōhiotanga</b>	<ul style="list-style-type: none"> <li>• Accuracy and attention to detail in all aspects of your work</li> <li>• Conflict management and self-management skills</li> <li>• Ability to work independently and as a member of a larger team</li> <li>• Excellent organizational skills</li> <li>• Knowledge/experience of Database systems</li> <li>• Ethics and personal standards that are compatible with the Cancer Society</li> <li>• Punctuality and timeliness</li> <li>• Able to work extra hours if required or flexibility to work flexi-time when required</li> <li>• Positivity in work tasks and relationships with others</li> <li>• Future focussed</li> <li>• Process and analysis to inform decisions and actions</li> <li>• Learning new skills and problem solving</li> </ul>
<b>Personal Attributes, Huanga e pa ana</b>	<ul style="list-style-type: none"> <li>• Excellent communications, written and oral</li> <li>• Able to relate positively to diverse people and ideas</li> <li>• Behavior that reflects the values and position of the Cancer Society</li> <li>• Good time management and self-motivation, sets goals and priorities and meets timeframes</li> <li>• Rational and systematic approach to tasks and problem solving</li> <li>• Participates in staff activities and supports colleagues, offers help and advice, nurtures employment relationships</li> <li>• Proactively seeks to develop skills and professional development</li> <li>• Can work independently and as part of a team</li> </ul>

**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**