

Position Description - Fundraising Manager

I Have a Dream Charitable Trust New Zealand

I Have a Dream's mission is to significantly increase educational engagement and achievement for low-income students in both school and tertiary, inspiring and enabling them into meaningful employment, thereby contributing to their own and New Zealand's sustainable future.

Collectively working together with schools, students, their families, the community, non-profit, education and business partners, we will co-develop a wraparound programme of support from early childhood through to tertiary and/or employment. By doing so, we will break the cycle of poverty, one community at a time.

Our programme operates within the Tikipunga/Otangarei communities of Whangarei and we will expand our reach over the next 10 years to impact every child attending the 4 local low-decile schools involved.

Fundraising Manager

The I Have a Dream Charitable Trust is seeking a Fundraising Manager, initially as a part-time contractor role. This position would suit someone who is self-motivated and detail-oriented, enjoys developing and planning projects, and is capable of working to deadlines. It would ideally be based in Auckland.

Primary Duties Will Include:

- Donor Database management. Familiarity with Vega software system preferred but not essential.
- Responding to Donor queries, web queries, payment gateway issues, etc.
- Newsletter writing and design, and mailing to segmented Donor lists
- Updating the "Our Supporters" list on the web site
- Following up on the reminder system for annual (or irregular) donors

Additional tasks, time permitting, include:

- Event planning and management (Annual Donor Appreciation Event, Fundraising Events, etc.)
- Peer to Peer donor campaign development

This role would suit someone with 1-2 years fundraising experience who is looking for a role with flexibility and autonomy who can be relied upon to get the job done.

Job Scope Expansion:

Over time, this role could grow to provide back-up and support to the Project Founder and Chairperson, who has historically driven the Donor relationships. Key tasks would include:

- Researching fundraising opportunities and writing grant applications
- Meeting with prospective donors and building personal relationships with major donors
- Making presentations to groups (Rotary, U3A, etc.)
- Developing corporate partnerships

The role could also be broadened to support the charity's wider goal of expanding the programme throughout NZ, via:

- Engaging with Government Departments and Ministers to advocate for the charity's mission
- Interacting with communities, civic groups, non-profits and iwi to initiate projects in other locations

Required Qualifications/Characteristics:

- Excellent spoken and written English
- Good IT operational skills, including knowledge of donor database systems (Vega), payment gateways (Flo2Cash) and newsletter editing systems
- Self-starter, organised, team player with a positive attitude
- Strong experience as an implementer who thrives on managing a variety of key initiatives
- Strong experience in collaboration and relationship building with proven success with creating and managing successful partnerships
- Preferably a minimum experience of two years within a self-managing role
- Business and marketing experience would be helpful for the expanded role
- Highly developed interpersonal skills to be able to build and maintain key relationships with current and prospective donors
- Understanding of at-risk populations and different cultures – especially Maori / Pasifika - and works effectively with diversity and culture
- Understanding of the New Zealand education system and practices
- Understanding of non-profit operations
- Bilingual in Te Reo or a Pacific Island language is an advantage, but not required

Personal and Professional Values Alignment:

- Share an understanding of the I Have a Dream values and mission, a commitment to Te Tiriti o Waitangi and the strengths based, aspirational philosophy
- Operate, succeed and maintain accountability in a low oversight, high trust environment
- Participate in relevant professional development and appropriate self-care

Remuneration and Benefits:

- Contractor rate: Circa \$30 per hour, depending on qualifications and experience. It could grow as the job scope increases.
- Part-Time Hours: Anticipated 10 – 15 hours per week, initially, which may grow over time