



Part time Fundraising Coordinator wanted

The [Auckland Women's Centre](#) is a vibrant feminist community agency providing a range of well-being services for women, such as information, advice and referral, counselling, support groups, educational and learning opportunities, community resources and a library. We work in collaboration with other women's groups to encourage community development initiatives and to advocate collectively for women's rights.

Fundraising Coordinator's role – please see attached job description

To assist the organisation with developing and implementing its fundraising strategy, goals and plans by: developing and implementing a strategic donor development plan, working with the Centre Manager to plan a fundraising events strategy and implementing the strategy and contributing to the development of other fundraising initiatives.

Part time

A total of 12 hours per week.

Start date

As soon as possible.

Salary

\$25.00 - \$27.00 per hour, depending on experience, with a salary and performance review in three months.

Applications

Please supply a covering letter and a copy of your curriculum vitae outlining your qualifications and experience and providing two referees, which must reach akcentre@womens.org.nz or PO Box 78 271, Grey Lynn 1245, before 10am, Monday 15 July. **No application will be considered without a covering letter and completed application form.**

AUCKLAND WOMEN'S CENTRE
Job Description - Fundraising Coordinator

1. Objectives of the Role:

To assist the organisation with developing and implementing its fundraising strategy, goals and plans by contributing to, carrying out, and enhancing the fundraising functions as outlined below.

2. Reporting

The Fundraising Coordinator reports to the Centre Manager. She will produce a monthly written report to the Centre Manager for inclusion in the Manager's report to the Governance Collective. She will meet fortnightly with the Centre Manager to report on progress and achievements and to receive guidance and support.

Key Tasks

1. Strategy and Planning

- 1.1. Work with the Centre Manager to develop annual fundraising plans that meet the required financial targets identified by the annual budgeting process.
- 1.2. Implement the annual fundraising plan as required to ensure objectives and financial targets are met.
- 1.3. Contribute to growing the agency's capacity to meet its long term fundraising goals by seeking and developing expertise in identified fundraising areas / activities.

2. Donor Development

- 2.1. Develop and implement a strategic donor development plan.
- 2.2. Coordinate the operation and on-going development of a donor database, including donor acquisition, segmentation, and key donor strategies.
- 2.3. Coordinate donor communication processes including direct mail and development of a regular giving programme.
- 2.4. Coordinate donation processing including the coding of campaigns, the processing of donor acknowledgements, contact with key donors and associated quality control.
- 2.5. Develop and carry out strategies to enhance donor relations and thereby maximize donor potential.

3. Special events (including fundraising events, appeals, friend-raising events etc)

3.1. Work with the Centre Manager to plan an annual and medium term fundraising events strategy to attract new supporters and increase revenue generated by current supporters.

3.2. Coordinate planning and implementation of events, according to strategy and agreed plan and within budget.

3.3. Coordinate the logistic, administrative, financial, and human resources (including volunteers) functions related to events.

3.4. Coordinate a detailed and comprehensive logistics schedule to ensure that the event runs smoothly for all participants, guests and sponsors.

4. Be an active staff member of AWC

Where practical participate in AWC processes and give and receive peer support at meetings, planning and team building events, and special AWC activities.

Keep all financial source documents up to date including time sheets and mileage claim forms, and provide GST receipts for any expenditure. Take good care of AWC equipment and resources and report any damages or loss to the Manager.

Ensure that all aspects of her work are consistent with AWC's mission statement, philosophy, constitutional objectives, strategic plan, protocols and policies.

Person Specifications:

1. Experience in the fund-raising sector and / or the not-for-profit sector, preferred, but not essential;
2. Reliable, proactive, internally motivated, conscientious;
3. Excellent verbal and written communication skills and strong interpersonal skills;
4. Motivated by social values and able to grasp the fundamental principles of feminism;
5. Ability to work under pressure and to meet deadlines;
6. Experience in administration systems, computer skills (including computer databases). Able to produce professional high standard documents using MS office, and have budgeting, financial and statistical reporting skills;
7. Excellent organisational and project management skills;
8. Innovative and creative and can recommend to management improvements to systems and procedures and practices.

**AUCKLAND WOMEN'S CENTRE INC
APPLICATION FORM**

Purpose

This information is collected for the purpose of assessing your suitability for employment at the Auckland Women's Centre.

Please print

YOUR NAME (in block capital letters)

Surname:

Given Names:

1. YOUR HOME ADDRESS AND TELEPHONE NUMBERS

Number and street:

Suburb and city:

Home phone number:

Best contact times:

2. RESIDENT STATUS

Are you a citizen of New Zealand? Yes/No

If no, do you have the right of permanent residence?
Yes/No

If no, do you have a work permit?
(Passport verification required) Yes/No

Do you have any known condition or illness which may affect your ability to effectively carry out the functions and responsibilities required of this position?

Yes/No

(If yes, please specify)

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3. If your application is successful, when could you commence employment?

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4.1 Have you been convicted of a criminal offence? Yes/No

4.2 Are you awaiting the hearing of charges in a civil or criminal court of law? Yes/No

5.1 For the purposes of compliance with the Privacy Act 1993 do you consent to the Auckland Women's Centre contacting your referees for the purpose of reference checking? Yes/No

5.2. I (full name) consent to the organisation obtaining criminal information for the purpose of assessing my suitability for this position.

5.3. I (full name) acknowledge that if a police check reveals information that the Auckland Women's Centre considers makes me unsuitable for this position, my employment will be terminated without notice.

5.4. I (full name) declare that to the best of my knowledge the answers in this application are correct. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, or a police check is unfavourable, I will not be accepted, or if I am employed, my employment will be terminated.

6. I (Full name) hold a clean, current drivers licence

Signed:.....

Date:
