

## Job Description

Position:	Partnerships and Funding
Reporting to:	Business Operations Manager
Location:	Christchurch
Grade:	Negotiated, dependant on experience

### Christchurch City Mission Kaupapa

The Christchurch City Mission, a Division of Anglican Care, is a Christian Social Service helping those in need and working towards a just society. Guided by the Gospel and respecting the Treaty of Waitangi, we work in preventative ways and in response to crisis, to support, care and advocate for people regardless of their gender, ethnicity and belief.

Within this more specifically the City Mission seeks to assist those who are marginalised through social and economic factors and are at risk through unemployment, inadequate housing, family breakdown, addiction, financial difficulties or mismanagement, abuse or other difficulty.

The City Mission works with the objective of improving the quality of people’s lives and enabling them to be more self sufficient in the community.

### Nature & Scope of the role

The Christchurch City Mission is a division of the Social Service Council of the Anglican Diocese of Christchurch. Total annual funding, which is a target met across the team, is approximately \$5.5 million and is targeted towards crisis and preventative work.

### Position Objective

- Implement, and contribute to the development of, the Christchurch City Mission’s fundraising strategy to meet capital and operational funding requirements
- To understand, respect and uphold the principles of the Treaty of Waitangi.

## Relationships

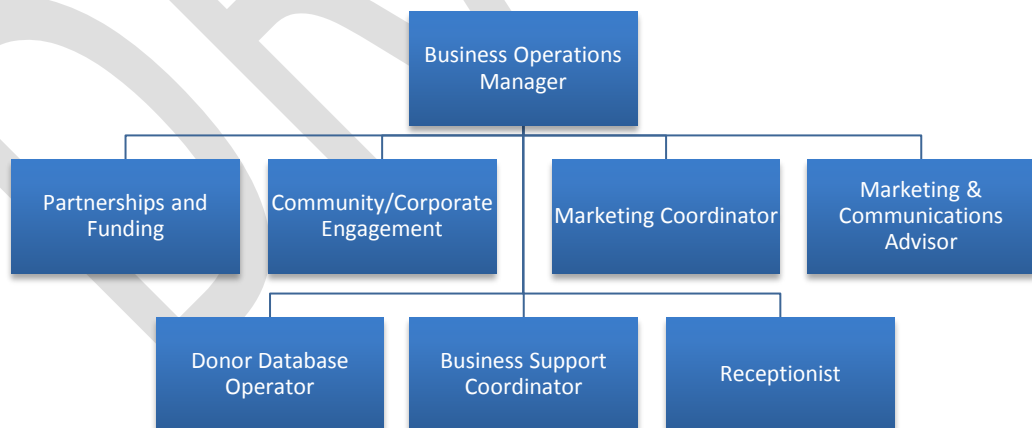
Reports to: Business Operations Manager

Internal Relationships: Divisional Committee  
All Christchurch City Mission staff  
Volunteers  
Whanau Community  
Other contracted agencies

External Relationships: Whanau Community  
Advertising, publicity and event suppliers  
Other suppliers  
Media  
Corporates  
Other commercial entities  
Key individuals  
District Health Boards  
Regional and local Community representatives

Hours of Work: Fulltime

## Team Structure



## Ideal Appointee Specification

### Qualifications

- A relevant degree is desirable

### Experience

- Fundraising experience, either in a corporate or charitable organisation
- Relationship building and corporate partnership development experience
- Marketing and brand management experience or exposure
- Public relations and communications experience
- Event management experience or exposure

### Skills, Knowledge and Personal Attributes

- Proven track record in fundraising, corporate relationship building and partnership development
- Proven marketing and communication skills
- Strong networking and relationship building skills
- Excellent verbal and written communication skills
- Strong negotiation and influencing skills
- Excellent planning and organisational skills
- Ability to delegate tasks in an effective manner
- Ability to stay calm when under pressure
- Tenacious and persevering
- Possess a high level of empathy
- Ability to work autonomously and as part of a team
- To have an acceptance of the ethics, values and Christian tradition of the Christchurch City Mission, its Mission Statement and Kaupapa.

## Key Tasks and Specific Accountabilities

### 1 Fundraising Planning and Strategy Development

#### Expected Results

- (a) Contribute to the development of the annual capital and operational fundraising strategy, in conjunction with the Business Operations Manager and City Missioner
- (b) Research and define key corporate and commercial funding sources, actively developing relationships and partnerships.
- (c) Research and define additional funding sources, including individual donors, the community, trusts and foundations, local government, the health sector, other charities and other sources.
- (d) Review existing fundraising strategies and concepts, in conjunction with the Business Operations Manager, and make recommendations for improvement or change
- (e) Research and identify new long term sustainable fundraising concepts that reflect the current national economic situation
- (f) Work cooperatively with internal and external contacts, as well as other charity fundraising professionals to generate new funding sources and minimise associated costs

### 2 Implementation of Fundraising Strategy

#### Expected Results

- (a) Successfully implement the fundraising strategy to secure the budgeted finance
- (b) Review and make recommendations for future fundraising strategies
- (c) Develop and coordinate donor and pledges campaigns, in conjunction with the wider Business team.

### 3 Internal Relationship

#### Expected Results

- (a) Effectively manage the relationship with the existing fundraising and communications team
- (b) Ensure monthly departmental reports are generated, reviewed and appropriate recommendations are proposed to the Business Operations Manager and City Missioner

## **4 Marketing and Brand Management**

### **Expected Results**

- (a) Ensure the Christchurch City Mission brand and logos are proactively protected and maintained as directed by Business Operations Manager and City Missioner
- (b) Responsible for the implementation of all marketing activities relevant to fundraising
- (c) Plan and carry out public and community speaking opportunities as required
- (d) Develop and maintain influential media networks to ensure regular media publicity opportunities and media coverage for fundraising activities
- (e) Coordinate regular press releases to Canterbury media, business media and other media relevant to fundraising activities, in conjunction with the Marketing and Communications Advisor

## **5 Assist with Bequest/Legacy Giving Programme**

### **Expected Results**

- (a) Assist Christchurch City Mission Bequest Officer with the provision of contacts with relevant Trusts, community groups, businesses and individuals

## **6. Financial and Reporting Responsibilities**

### **Expected Results**

- (a) Secure, in cash, in-kind and confirmed pledges, the annual budgeted funding on a monthly, quarterly and annual basis and ensure associated costs are within stated cost and expense guidelines
- (b) Generate and review monthly financial and activity reports to the Business Operations Manager that monitor activities within fundraising and identify issues of relevance
- (c) Coordinate and produce fundraising report in line with monthly reporting requirements

## **7. Administration and Information Management**

### **Expected Results**

- (a) Ensure the relevant data is captured from donors/sponsors/supporters to enable entering into the Donor Database.
- (b) Ensure all fundraising revenue and expenditure is correctly coded for accounting purposes

## **8 Intellectual Property**

### **Expected Results**

- (a) All communication and marketing material produced for the Christchurch City Mission remains the Intellectual Property of this charity and will not be replicated or copied for any other external organisations

## **9 Code of Conduct**

### **Expected Results**

- (a) Carry out all behaviour and performance in the workplace with respect to the core values of the Christchurch City Mission and it's Code of Ethics

## **10 Other Duties**

### **Expected Results**

- (a) Carrying out other tasks and duties, as and when required
- (b) Ensure duties are carried out in a timely and accurate manner, and in accordance with the Christchurch City Mission's policies and procedures
- (c) Understand, respect and uphold the Treaty of Waitangi /Te Tiriti o Waitangi principles as part of day to day role.
- (d) Ensure familiarity and compliance with the City Mission's health and safety policies.