

## POSITION DESCRIPTION

SECTION 1: Title and reporting relationship			
<b>Position title:</b>	Philanthropy and Partnerships - Team Lead		
<b>Reports to:</b>	Head of Fundraising		
<b>Business unit:</b>	Fundraising	<b>Organisation unit:</b>	Philanthropy, Partnerships, Trusts and Foundations
<b>Location:</b>	Grafton, Auckland		
<b>Author:</b>	Head of Fundraising		
<b>Approver:</b>	CEO	<b>Approval Date:</b>	April 2024
SECTION 2: Role Purpose			
<p>The key purpose of this role is the responsibility for developing and implementing an effective relationship management approach for our high value portfolios to deliver significant and sustainable income that supports the work of Starship Foundation - working with major donors, charitable trusts foundations and corporate partners. The role will set and monitor budgets and targets, in line with the overarching fundraising strategies, whilst developing and managing strategic relationships both internally and externally.</p> <p>This role will help to support Starship Foundation to grow by building high value partnerships and relationships in order to achieve our purpose. It is critical that we match compelling funding opportunities with well thought out external partners, contributing to a step change in our income over the next few years. We recognise that child health is an urgent and growing challenge that can only be tackled in partnership. The incumbent would be expected to personally secure and manage high value relationships with an estimated value of \$5 million annually.</p> <p>It is expected that the team member will behave in a professional manner, reflecting and maintaining the values and ethos of Starship Foundation and generating a positive image of Starship Foundation. The team member is required to adhere to all Starship Foundation policies and procedures.</p>			
SECTION 3: Key responsibilities and indicators of success			
Key Results Area	Key Responsibilities		
<p><b>Planning and Budget Management – Effective plans for high value fundraising teams are developed, implemented and monitored in line with strategic plan and income targets</b></p>	<ul style="list-style-type: none"> <li>• In conjunction with the Head of Fundraising the operational and financial planning for the Corporate, Philanthropy and Trusts &amp; Foundations teams in line with overarching organisational strategies, in order to exceed income targets.</li> <li>• Developing the Corporate, Philanthropy and Trusts &amp; Foundations fundraising plans to prospect, cultivate and steward donors and partners to deliver significant gifts to the Foundation.</li> <li>• Leading specific projects related to Corporate, Philanthropy and Trusts &amp; Foundations portfolios.</li> <li>• Develop and implement a programme designed to cultivate successful relationships with corporate, major donors and trusts and foundations in order to grow income</li> <li>• Ensure the program delivers a sustainable and growing pipeline of corporate, major donor and trusts and foundation income.</li> <li>• Oversee sophisticated prospect strategies and approaches to convert prospects to donors.</li> <li>• Lead the high-value partnerships and relationships programme to secure income from a pool of active, warm and identified high net worth individuals by planning and managing the stewardship and cultivation of relationships</li> <li>• Overseeing effective cross-organisational systems for high value fundraising success.</li> <li>• Contributing to departmental meetings and other organisational and interdepartmental strategy and planning meetings.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Researching and benchmarking with other New Zealand for-purpose organisations in the healthcare sector.</li> <li>• Applying a comprehensive and current understanding of New Zealand philanthropy as a strategic domain, including relevant networks, institutions, rules, trends and influencers to inform strategies and plans.</li> <li>• Monitoring and reporting on the progress of agreed performance indicators for all high value programmes</li> <li>• Collaborating in the development of high impact, fundable products for high value donors.</li> </ul>
<p><b>Lead a high-performing team – The high value fundraising team has effective leadership</b></p>	<ul style="list-style-type: none"> <li>• Providing effective leadership, management and development for the high value fundraising teams to raise ambition and take these programmes to the next level.</li> <li>• Representing these teams across the organisation to further the objectives of the high value programme.</li> <li>• Fostering a culture of ambition within the team, consistent with Starship Foundation’s culture and strategic aims.</li> <li>• Collaborating closely with other managers and staff across the organisation to ensure fundraising success.</li> <li>• Ensuring a consistent methodology of managing and accessing performance on projects and activities.</li> <li>• Ensuring that the high value team is an actively learning team.</li> <li>• Monitoring and reporting on the progress of agreed performance indicators for all three high value portfolios and creating a metric focused culture within the team.</li> <li>• Ensuring that the High Value teams are plugged into the Starship Foundation technology roadmap and are leveraging all technology innovations for the advancement of the programme</li> </ul>
<p><b>Deliver effective Stakeholder and Donor Engagement</b></p>	<ul style="list-style-type: none"> <li>• Managing the portfolio of the Starship Foundation’s highest value Major Gift, Trust &amp; Foundations and Corporate donors to foster meaningful relationships that meet the goals and ambitions of Starship’s High Value portfolios.</li> <li>• Ensuring senior leadership and Board at the Foundation are engaged with key donors when appropriate and develop solid knowledge of the priority projects that require funding by the High Value team.</li> <li>• Effectively represent Starship Foundation at external meetings with Donors, Corporates and Trusts &amp; Foundations and sector events where appropriate.</li> <li>• Effectively leveraging the public profile of the CEO as the face of the Starship Foundation to achieve fundraising objectives.</li> </ul>
<p><b>Create a culture of fundraising and philanthropy</b></p>	<ul style="list-style-type: none"> <li>• Ensuring high value fundraising programmes are well understood across the organisation with wide staff buy-in for growth.</li> <li>• Fostering collaboration within the high value fundraising team to ensure cross pollination and efficient operational practices. Liaise with other staff as necessary to develop tailored funding proposals and budgets to secure major donor support.</li> <li>• Align with and represent our brand</li> <li>• Develop effective cross-departmental relationships and an effective working partnership with all parts of Starship Foundation and ensure the processes and frameworks are in place for successful high value fundraising (including finance, community, and others).</li> <li>• Manage the team to ensure all donor information is kept up to date in our CRM system for reporting purposes.</li> <li>• Utilise the CRM to actively track and monitor relationships</li> <li>• Integrate high value fundraising with programme campaign and project development.</li> </ul>

<b>Financial Responsibilities</b>	This role will manage income of approximately \$5 million annually		
<b>Number of Team Reports:</b>	Direct: 4	Indirect: 0	Total: 0
<b>SECTION 4: Competencies, Qualification and Experience</b>			
<b>Competency</b>	<b>Essence</b>		
<b>Achieving ambitious goals</b>	Demonstrates achievement drive, ambition, optimism and a delivery focus; makes things happen and achieves ambitious outcomes.		
<b>Managing work priorities</b>	Works at the right level and on the right things; delivers on their short-term and long-term objectives across the breadth of their role.		
<b>Displaying intellectual agility and curiosity</b>	Thinks critically and broadly, displays curiosity and flexibility in analysing ideas and information; seeks and values the input of others, makes timely and fit for purpose decisions.		
<b>Strategic and business planning</b>	Collates and moderates' inputs from relevant functional areas to inform strategic objectives, priorities and plans Manages and maintain functional initiatives and activities to ensure alignment with the organisation's strategic objectives and business plans		
<b>Advise and influence</b>	Provides proactive and frank advice that is impactful, influential and able to be utilised Frames advice in the context of relative priorities Anticipates and times the delivery of advice to maximise impact and influence		
<b>Communication</b>	Demonstrates effective written, verbal and interpersonal communication skills Ability to convey complex or technical information both verbally and in written form to a range of audiences		
<b>Analysis and judgement</b>	Demonstrates strong qualitative and quantitative analytical ability Demonstrates strong judgement and decision-making skills Ability to distil complex and competing information to identify key themes and issues Takes a strong evidence-based approach to decision-making.		
<b>Personal Qualities and Abilities</b>	Passion for our cause Outcomes focused and target driven Helpful and proactive and always looking to how they add value to the team goals Able to handle difficult or sensitive situations in a mature and professional manner Welcoming, Respectful & Collaborative Team-focussed approach Open minded and adaptable to change Empathy with Starship Foundation's and Starship Children's Health values and environment		
<b>Personal Development</b>	Undertake appropriate personal development and maintain, develop skills and knowledge as determined by the annual review and development meetings and subject to the availability of resources.		

Qualification & Experience:		
Requirement	Essential	Preferred
<b>Education</b>	<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Relevant tertiary degree qualification in a related relevant discipline, or equivalent experience in business development or fundraising</li> </ul>	<ul style="list-style-type: none"> <li>Te Ao Māori learning programs</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>8-10 years' experience of Corporate, Philanthropy and Trusts and Foundations portfolio management</li> <li>Experience in new business development</li> <li>Proven track record of growing income sustainably</li> <li>Demonstrated high level experience in relationship fundraising</li> <li>Demonstrated experience managing a donor pipeline/caseload</li> <li>Has developed and maintained excellent donor relationships</li> </ul>	<ul style="list-style-type: none"> <li>An understanding or awareness of te ao Māori, including an appreciation of matauranga Māori, tikanga Māori and te reo Māori</li> </ul>
<b>Technical/Functional Expertise</b>	<ul style="list-style-type: none"> <li>High level leadership skills to effectively manage, motivate and develop a high performing team</li> <li>Ability to help establish effective internal culture for philanthropy and fundraising</li> <li>High level relationship building, interpersonal, writing and presentation skills including proficiency in communicating in donor-centric language</li> <li>Able to develop and write high quality fundable proposals</li> <li>Ability to use CRM platforms for pipeline management</li> <li>Advanced project management, analysis and reporting skills</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Expert knowledge of Philanthropy, Corporate and Trusts and Foundations fundraising</li> <li>Expert knowledge of the New</li> <li>High level knowledge of Middle Gift fundraising</li> <li>High level of knowledge of effectively moving donors through a pipeline and utilising a CRM in a fundraising environment</li> </ul>	

#### SECTION 5: Key relationships

Internal	External
Starship Foundation Team Members Senior Leadership Team Starship Child Health Team Members	Major Donors Suppliers and Partners Corporate Partners Charitable Trusts and Foundation partners Key connectors and influencers