



VOLUNTEER WELLINGTON
TE PUNA TAUTOKO
Your Community Connector

Job Description

Position	Kaiwhakahaere Pūtea/kaiwhakapā / Fundraising & Comms Manager
Reporting to	Kaiwhakahaere Matua / Regional Manager
Location	Te Whanganui-a-tara / Wellington Central
Term	Part-time (20 hours per week), permanent role

Volunteer Wellington Te Puna Taukoto – your community connector

Volunteer Wellington plays a vital role in the community and voluntary sector, championing volunteering and building the capacity and capability of communities in greater Wellington. We work with 335 community groups providing a diverse volunteer work force needed to deliver their essential services. We provide a comprehensive professional development programme to support best practice in the community sector. Each year we recruit and refer over 2500 volunteer seekers to voluntary roles and broker more than 400 employee volunteers to complete almost 50 community projects.

Te Matawhānui / Our Vision

A strong and connected community and voluntary sector.

Te Whāinga Nui / Our Mission

To connect and build capacity and capability of the community and voluntary sector; to advocate for and champion volunteering in the Wellington region.

Ngā Uara / Our Values

- Embrace diversity
- Advocate for inclusiveness
- Act with respect
- Champion volunteering/mahi aroha
- Operate with integrity

Overview

To deliver on Volunteer Wellington's strategic goals, we require exceptional teamwork from all Volunteer Wellington team members. Teamwork at Volunteer Wellington requires the cooperation and collaboration of a diverse group of people who bring leadership, managerial and administrative skills and experience to the organisation.

Purpose of the role

As the fundraiser and a member of Volunteer Wellington's team, you will manage and coordinate Volunteer Wellington's fundraising strategy, in collaboration with the Regional Manager, aligning with Volunteer Wellington's strategic objectives. Your responsibilities include:

- Collaborate effectively with paid staff and volunteers to support Volunteer Wellington's strategic goals, focusing on developing new revenue streams and increasing support across the region.
- Implement and enhance Volunteer Wellington's Fundraising Strategy, which includes:
 - Writing compelling grant applications and submitting accountability reports within specified deadlines.
 - Growing and managing an individual giving programme.
 - Identifying new opportunities to expand Volunteer Wellington's income generation where appropriate.
- Build and nurture relationships with potential and existing donors, supporters, and stakeholders, using tailored communication (phone calls, emails, letters) and tracking their engagement.
- Increase community support for Volunteer Wellington by fostering strong connections.
- Optimise the use of information technology to accurately record, retrieve, and interpret data, ensuring compliance with privacy laws and best practices in fundraising, to strengthen donor relationships.
- Stay informed of local, national, and international fundraising trends and strategies.
- Contribute to the continuous improvement of Volunteer Wellington's systems, policies, and processes.
- Play a key role in Volunteer Wellington's communications efforts, including:
 - Developing and managing the communications strategy.
 - Overseeing the day-to-day operations of all social media channels.

Responsible to:

- Collaborate closely with the Regional Manager to ensure high-quality service delivery and best practice management.
- Engage with all team members, leveraging their expertise to develop the fundraising strategy, secure grants, and organise fundraising events.
- Support and work alongside team members to foster shared learning, uphold each other's mana, and grow in our respective roles.

Key Accountabilities	Key Tasks
Active and effective member of the Volunteer Wellington team	<ul style="list-style-type: none"> • Play an active and constructive role within the Volunteer Wellington team, including: <ul style="list-style-type: none"> ○ Contributing to a team and organisational culture that aligns with Volunteer Wellington’s vision, mission, and values. ○ Being clear on your role as both a team member and the lead Fundraiser.
Fundraising Circa 70%	<ul style="list-style-type: none"> • Further develop and implement a fundraising strategy with clear objectives to measure success. • Annually update the strategy, adjusting objectives to align with Volunteer Wellington’s Strategic Plan, budget, goals, and past learnings. • Set fundraising targets in collaboration with the Regional Manager. • Regularly assess funding needs with the broader team. • Provide monthly fundraising reports to the Board
Communications Circa 30%	<ul style="list-style-type: none"> • Collaboratively develop and implement Volunteer Wellington’s communications strategy with the team. • Build and nurture relationships with funding partners and sponsors. • Create, write, and execute donor email campaigns. • Generate content for social media platforms. • Ensure consistent, effective messaging in line with Volunteer Wellington’s Strategic Plan and communications strategy.
People management	<ul style="list-style-type: none"> • Recruit and manage volunteers to support fundraising and communications efforts. • Delegate tasks for fundraising events and initiatives as needed.
Systems	<ul style="list-style-type: none"> • Develop and maintain an annual grants calendar and track the success of grant applications. • Monitor and evaluate grant-supported projects through effective reporting. • Implement and maintain the VEGA donor database to capture donor cultivation and volunteer engagement. • Record all donations and communication activities in the VEGA database.
Delivery / outcomes	<ul style="list-style-type: none"> • Complete funding applications and meet accountability requirements for funders. • Acknowledge and thank donors within appropriate timeframes. • Identify and recruit potential donors to grow the donor base. • Manage and develop external communication channels, including social media (Facebook, Instagram, LinkedIn, X, Neighbourly).

Person Specification

- Minimum of 3 years' experience in a paid fundraising role, with a strong understanding of fundraising principles and best practices.
- Well-developed communication skills (written, oral, and listening), with the ability to present information clearly and engagingly.
- Excellent interpersonal skills, including a professional, courteous, and friendly telephone manner.
- Strong organisational skills with a methodical approach to planning, analysis, and information presentation, and the ability to prioritise tasks to meet deadlines.
- Experience working with donor databases.
- High level of computer literacy, with solid proficiency in Microsoft Office 365.
- Confident, outgoing, and able to work collaboratively as part of a team, while also being effective when working independently.
- Flexible and adaptable, with a willingness to meet demands and work to deadlines.
- Reliable, energetic, and with a good sense of humour.
- Genuine passion for the not-for-profit sector.