

Lifewise (formerly Methodist Mission Northern) provides services to the most vulnerable of communities. Lifewise is known for its founding of Housing First, its care in Mental Health and Addictions, Care of Older Persons, preventative Family Services as well as Early Childhood Education. Our team of brand, fundraisers and communication specialists work with a group of subject matter experts in HR, Finance and IT to serve the needs of the communities we care for.

Fundraising Manager

Position Description

We aspire to being an active bicultural organisation and we value staff who are open to learning or speak te reo Maori, have an appreciation of Maori values, and a working knowledge of tikanga Maori.

This role is a new position in a growth period for Lifewise, you will be encouraged to 'get on with it' and move with agility to meet your vision. The fundraising plan is to be rewritten under your watch and building and managing your newly appointed team culture is a priority.

This is a new role in a growing fundraising team. As the person responsible for the fundraising team of 5 at Lifewise you will be responsible for strategic development and your team's ability to quantifiably increase retention and acquisition of donors and return on investment for all revenue channels subject to discretionary income. These revenue channels include but are not limited to, The Lifewise iconic event is the Big Sleepout and this annual programme will once again become a strategic priority.

You will report directly to the Group Manager of Fundraising, Marketing and Communications and will sit alongside our media manager and our research and development team who will work with you to identify and develop a social impact reporting framework and to give you appropriate digital and media support.

You and your team will work to a hybrid model of office and remote bases and you will be required to be a responsive manager within this model of delivery.

You report to: Group Manager Fundraising, Marketing and Communications

Your 5 Direct Reports: Grants Specialist, Events & Sponsorship Fundraiser, Comms & Digital Specialist, Bequests Specialist, Donor Care & Database Coordinator

WHAT YOU'RE RESPONSIBLE FOR

<ul style="list-style-type: none"> • Strategic Planning: <ul style="list-style-type: none"> ○ Work with your team and Group Manager on developing an annual to three-year fundraising income strategy with reference to targets, ROI and the donor journey
<ul style="list-style-type: none"> • Fundraising <ul style="list-style-type: none"> ○ Roll out the fundraising plan and donor journey ○ Work with the fundraising team on targets ○ Four to six DM/d-DM campaigns a year in support of identified services ○ Reinvigoration of Big Sleepout event and community fundraising including corporate income and relations which are protected and enhanced ○ Oversee philanthropic relations and strategic intent ○ Work on the donor journey (including the fundraising team and CRM) to provide a donor pipeline for bequest and major gifts fundraising ○ New opportunities are explored and presented in context to strategic revenue plan
<ul style="list-style-type: none"> • Internal Relationships: <ul style="list-style-type: none"> ○ Team leadership; build and manage the fundraising team and their culture, coaching, support, reviews ○ Work with internal staff: <ul style="list-style-type: none"> ▪ Work with media and digital manager to elevate your team's activities ▪ Work with health and safety team to identify and log risks ○ Work with the three Trusts to: <ul style="list-style-type: none"> ▪ Identify needs of various services ▪ Build relationships of good will and values-based behaviours and maintain synergies between the three trusts ▪ Seek further opportunities to progress relations ▪ Church relations are enhanced through giving
<ul style="list-style-type: none"> • Accountability: <ul style="list-style-type: none"> ○ Ensure budgets expenditure is planned and agreed along with reporting ○ Any variances are flagged in advance ○ Work with the finance team as the point of contact for your team
<ul style="list-style-type: none"> • Administration: <ul style="list-style-type: none"> ○ Maintain full and accurate records of all activity ○ Work with the finance team to ensure all financial processes are followed ○ Ensure full and accurate donor and income data is captured in a management format to monitor progress through monthly reports to Group Manager and your peers ○ Help coordinate annual reports
<ul style="list-style-type: none"> • Continuous Improvement: <ul style="list-style-type: none"> ○ Contribute to improved work processes ○ Keep informed on the fundraising and philanthropic sector in Aotearoa ○ Attend fundraising conferences

- Any other duties deemed necessary and appropriate by Group Manager

WHAT SKILLS & EXPERIENCE YOU NEED

<i>Professional Knowledge</i>	<ul style="list-style-type: none"> • At least 3 year’s experience in a senior fundraising role • A deep understanding of: <ul style="list-style-type: none"> ○ the full fundraising mix and the donor journey, fundraising strategy planning and management ○ managing and coaching a team of fundraising specialists ○ fundraising for complex causes in Aotearoa ○ managing fundraising activities for a ○ ability to integrate culturally appropriate expectations in consultation with Maori
<i>Strategic skills</i>	<ul style="list-style-type: none"> • Ability to: <ul style="list-style-type: none"> ○ give clear guidance to the organisation on fundraising trends ○ advise on a suitable organisational approach to fundraising ○ build a culture of philanthropy and manage internal expectations of fundraising ○ build strong relationships between our organisation and stakeholders
<i>Technical Skills</i>	<ul style="list-style-type: none"> ○ Fundraising CRM expertise (preferably Microsoft Dynamics), analysis and reporting ○ Report writing, including the annual report
<i>General Abilities</i>	<ul style="list-style-type: none"> • Excellent project management skills • Strong interpersonal skills • The ability to manage and inspire a team • Ability to see new opportunities and capitalise on them • Ability to embrace working alongside people of lived experience