

## 16. Role Description

### Fund Development Co-ordinator (0.5FTE)



Last review date: November 2018

#### **GirlGuiding New Zealand – *Nga Kohine Whakamahiri O Aotearoa***

GirlGuiding New Zealand has been the leading girls' organisation in New Zealand since its establishment in 1908, when it led the world in being the first national organisation established specifically for girls and young women.

From these visionary beginnings, GirlGuiding New Zealand remains a values-based organisation which prepares girls for making the most of life ahead. Our aim is to help them develop skills, knowledge, values and a sense of adventure through an informal learning programme that's designed to be relevant to the interests of today's girls.

We provide a fun, safe environment where girls are encouraged to be themselves, discover their passions and potential, contribute to their community and form friendships.

Guiding continues to focus on giving girls and young women the opportunity to enjoy a wide variety of social, recreational and community action experience that encourage them to help themselves and help others. We are a girl-led organisation which means that girls choose their own Guiding pathway.

As a member of the World Association of Girl Guides and Girl Scouts, GirlGuiding New Zealand is part of an influential global community.

#### **Our vision:**

All girls and young women are valued, inspired and empowered to take action to change their world.

#### **Our mission:**

We enable girls and young women to develop into confident, adventurous and empowered leaders in their local, national and global communities.

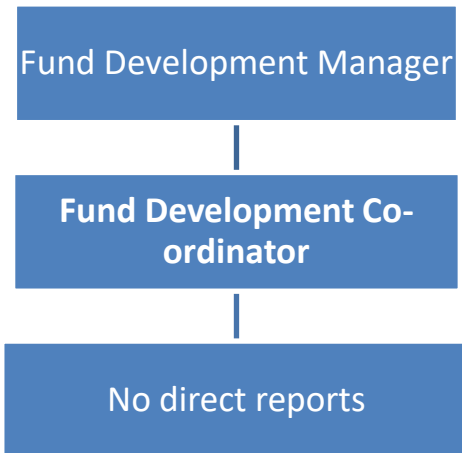
#### **Our goals:**

Be considered the leading organisation for girls and young women in New Zealand, increasing our sphere of influence through growth and reach

**Purpose of the role:**

This role is responsible for achieving or exceeding the funding targets of GirlGuiding New Zealand.

**Reporting structure:**



GirlGuiding NZ has a team of approximately 1,300 volunteers and staff delivering programmes, activities and events to approximately 10,000 girls and young women each year. Refer to the organisational chart for an overview of the organisation’s team and structure.

**Important functional relationships:**

GirlGuiding New Zealand is a nationwide membership-based organisation which offers a range of programmes and opportunities that rely on the successful integration of the staff and volunteer functions.

This position has key functional relationships with:

**Internal:**

- The Fund Development Team
- Business Services Manager
- Accountant
- National Office staff
- Volunteers

**External:**

- Funders
- Supplier

**Accountabilities:**

**Leadership**

- Continually demonstrate enthusiasm for the organisation's vision, mission and values; inspire others to achieve goals and assist colleagues towards high performance
- Be part of a successful team by maintaining a shared vision, sound decision making, open and honest communication, professional integrity, personal responsibility, a coordinated approach, continual improvement and robust processes

### **Strategy**

- Proactively maintain and support the development of business processes.
- Prioritise and monitor workload.
- Provide advice to their manager in relation to work prioritisation and policy development and implementation

### **External relationship development and communication**

- Develop and maintain effective relationships
- Communicate GirlGuiding New Zealand's decisions and achievements

### **Team support**

- Support the Business Services Teams and any functional and project teams that you are involved in to help them be successful
- Maintain effective relationships with staff and volunteer members
- Understand the wider environment in which GirlGuiding New Zealand operates

### **Health and safety**

- Take responsibility for personal wellbeing in the workplace
- Compliance with health and safety policies and procedures to maintain a safe workplace

### **Role specific responsibilities:**

- Deliver funding targets on time and within budget.
- As directed by the Fund Development Manager, identify and implement opportunities to secure funding (grants, donations, sponsorships, corporate events) to deliver on funding initiatives that support the strategic plan of GirlGuiding New Zealand.
- As directed by the Fund Development Manager, develop sustainable funding strategies
- Lead implementation to secure funding from a range of sources, including charitable bodies, corporate sponsors and individuals
- Complete funding applications within agreed timeframes, as determined by the Fund Development Manager
- Build and extend productive and mutually beneficial relationships with funders
- Facilitate the promotion and marketing of GirlGuiding New Zealand as a bequest recipient in collaboration with the Fund Development Manager
- Use funding tools and resources to monitor and take action on funding initiatives
- Provide timely reporting to the Fund Development Manager on funding opportunities

- Ensure that brand integrity is upheld and that a positive representation of the brand is communicated to our funders
- Help build and model great team culture
- Respond to the changing needs of GirlGuiding NZ, performing other tasks as reasonably required

### **Role specific competencies**

- Strong communication and relationship management skills including written communication skills for informal and formal correspondence; and oral communication skills in a variety of settings
- Good research skills
- Sound understanding of GirlGuiding NZ's purpose, aims, aspirations and programmes
- Strong general computer skills, with Microsoft Office suite and database experience
- Attention to detail and accuracy
- Sound judgement and problem-solving skills
- Strong personal prioritisation and time management skills with the ability to work to deadlines
- Acts with Integrity
- Commitment to customer services excellence
- Flexibility as you will occasionally need to be flexible to attend some meetings after hours

### **General Competencies**

- Leadership qualities – acts professionally; self-starter; risk assessor; good listener
- Judgment – considers long-term impacts of decisions
- Collaboration – staff and volunteers work together in achieving common goals for the benefit of GirlGuiding New Zealand. Demonstrates a strong customer service ethic
- Continuous improvement – supports positive change; actively promotes personal improvement; strives for excellence in all aspects of work
- Environmental awareness and appreciation of potential impacts of trends and legislation pertaining to the area of responsibility
- Relationships - establishes and maintains solid relationships with colleagues

### **Qualifications and experience**

- Experience working with a broad range of funders
- Experience using a range of technology products
- Proven achievement of funding targets
- Experience in a not for profit environment would be an advantage

**Note:** Role purpose, responsibilities and competencies may change over time. Role holders will be notified of any changes. Consultation will take place in the event of any material changes that affect the overall scope, function or possibly size of the role.

---

Roleholder Name & Signature

---

Date

---

Manager Name & Signature

---

Date

---

Chief Executive Name & Signature

---

Date