

44. Role Description

Fund Development Manager



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

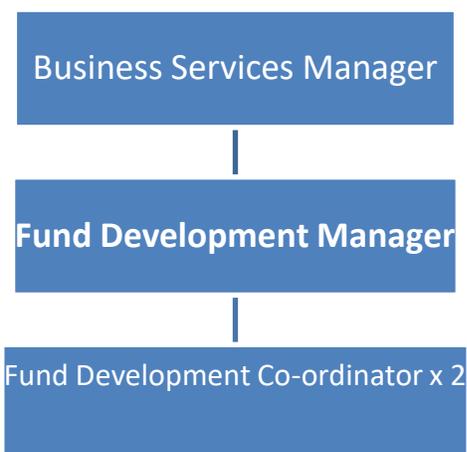
Purpose of the role:

This role is responsible for the successful formulation and delivery of strong fund development plans which support the building of a financially viable and sustainable business model.

The position is responsible for achieving external funding targets.

This is an organisational leadership role for GirlGuiding New Zealand responsible for providing advice to the Chief Executive, Business Services Manager, Leadership and Management Teams, Audit and Finance Committee, National Board and the GirlGuiding NZ Foundation.

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:

- Chief Executive
- Business Services Team
- Leadership and Management Teams
- Audit and Finance Committee
- National Board
- GirlGuiding NZ Foundation

External:

- Trustees of large funders
- Sponsors and major donors
- Local body organisations
- Business Partners
- General public

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 Leadership, Management and 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:

- Identify and address problems and opportunities
- Ensure there is a focus on growth with an increase in girl participation through all programmes offered

Staff management and team leadership

- Provide inspired Fund Development Team leadership and management, including performance coaching /management and professional development
- Lead, influence and inspire your team to deliver growth and achieve or exceed its annual growth targets
- Ensure the team is managed and developed to perform to the standard required of their roles, including the setting of achievable KPIs to deliver the required outcomes
- Ensure staff are well trained and thoroughly understand all GirlGuiding NZ policies and procedures
- Create an environment that promotes one team, great performance and positive morale
- Recommend solutions to issues, improvement opportunities or new prevention measures
- Develop and deliver action plans for growth which support and inspire team members to achieve growth. Plans are delivered in full, on time and within budget.
- Assist, support and respond, as required, to the development, review, management and any activation of a business continuity plan
- Respond to the changing needs of GirlGuiding NZ, performing other tasks as reasonably required

Fund Development

- Provide fund development strategic advice to the Business Services Manager, Chief Executive, Audit and Finance Committee, the National Board and the Girl Guiding NZ Foundation
- Demonstrate active strategic leadership; monitoring organisation performance, celebrating success, problem solving, finding and implementing solutions to issues including underperformance and participating in think tanks and strategic discussions as required
- Drive organisational opportunities, growth and change
- Recommend solutions to issues, improvement opportunities or new prevention measures
- Formulate, recommend and implement a sustainable Fund Development Strategy which achieves the organisation's financial targets and deliver regular income streams. Plans are delivered in full, on time and within budget.
- Develop and implement strong operational plans which deliver the required Fund Development Strategy outcomes
- Assist with the development of the annual plan and budget and report on team activities
- Deliver agreed accountabilities within the national operational plan on time, in full and within budget
- Build relationships and secure financial support from high net worth individuals

- Negotiate corporate sponsorship arrangements and partnerships
- Build relationships with Trustees of large funders
- Ensure brand integrity is upheld

Role specific competencies

- Ability to analyse complex environments or problems and design practical pathways and business solutions to achieve organisational objectives
- Good practical management/leadership skills
- Sound political, financial and commercial acumen
- Strong personal prioritisation and time management skills
- High level of communication and relationship management skills including written communication skills for informal and formal correspondence; and oral communication skills in a variety of settings
- Strong general computer skills, particularly with the Microsoft Office suite, in particular MS word, Excel and PowerPoint
- Sound judgment, problem solving and decision-making skills
- Acts with integrity at all times
- Budget management skills
- Strong planning and organisational skills
- Ability to undertake a multitude of tasks and achieve deadlines
- Proven commitment to continuous improvement
- Commitment to customer service 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

- Extensive experience in fund development especially in relation to sponsors, major donors and large funders
- Experience in strategic thinking and planning
- Experience in project management
- Experience working with volunteers
- A tertiary qualification in a relevant field would be an advantage
- 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