

Fundraising Manager

Location:	Flexible, home based within New Zealand
Contract type:	Permanent
Working hours:	0.6 FTE - 21 Hours per week * with flexibility
Grade:	B
Reporting to:	Director of Sustainability (UK based)
Line Manager for:	Individual Giving Lead, Communications Officer & Analytics and Process Lead

Job Purpose:

The core focus of the Fundraising Manager's role is to maximise the net income of Family's New Zealand fundraising programme. This includes growing the existing individual giving programme as well as diversifying the programme to include trusts and foundations, legacies and events.

The secondary focus of this role is to ensure existing UK individual givers are maintained and developed as committed supporters of Family. In doing so, the value of the individual giving donor base will be maximised by maintaining all short and long-term revenue streams against target.

Scope and Limits of Authority

The post holder is expected to organise their own day-to-day activities according to the overall priorities and timescales set, and to exercise sound judgement in many critical decision-making areas.

- Budgetary responsibility for quarterly budgeting and reporting on expenditure, specifically relating to individual giving activity
- Purchase delegation of £20,000; invoice approval delegation of £50,000
- Identifying, minimising and responding to financial issues and risks
- Line management responsibility of several members of staff based in NZ
- Contracting and managing consultants and interpreters

¹ The post holder will be employed directly by Family For Every Child or Family for Every Child Trust New Zealand and must therefore ensure that they have the legal right to work within the county they are based. Family For Every Child does not support applications for working visas and requires proof of entitlement to work - visa and/or passport - in order to ensure compliance with local legislation. Should the tax and or employment legislation within the country you are based prohibit Family For Every Child from employing you directly then we reserve the right to withdraw an offer of employment.

² There is an expectation that regardless of time zone the job holder will need to work flexibly to support work with colleagues in different time zones including occasional work outside normal working hours.

Key Responsibilities:



Fundraising Strategy & Planning:

- Develop and implement Family's fundraising strategy for NZ in alignment with Family for Every Child's overall goals.
- Develop 5 year forecasts demonstrating Individual Giving performance, provide regular reforecasts as required, manage the Individual Giving budget as per target.
- Establish short- and long-term fundraising targets, ensuring the team is focused on high-impact opportunities.

Team Leadership & Management:

- Lead, inspire, and develop the fundraising team, providing guidance, support, and professional development opportunities.
- Lead weekly Individual Giving team meetings and act as the Individual Giving lead in monthly Fundraising and Comms meetings.
- Lead Finance and Fundraising meetings, developing the rolling agenda with the Finance Manager.
- Foster a culture of collaboration, innovation, and performance across the team.

Individual Giving:

- Deliver the Individual Giving fundraising programme for Family New Zealand, with a focus on maximising the net return.
- Deliver the Individual Giving UK programme, maximising the net return.

Legacies:

- Develop a pipeline of legacy pledges in New Zealand and the U.K. to ensure the long term sustainability of the programme

Trusts and Corporates:

- Oversee the identification of potential grant opportunities in NZ, including working with the Programme Manager to write and submit applications.
- Ensure effective reporting to funders (trusts and foundations and corporates) and compliance with any contractual obligations.

Budgeting & Financial Reporting:

- Oversee the fundraising budget and provide regular financial reports to leadership. Track progress against fundraising targets and adjust strategies as necessary.
- Work closely with the Finance Manager and Database Officer to ensure smooth reporting on all fundraising performance.

Performance Monitoring & Reporting:

- Track and evaluate the success of fundraising efforts, using data and insights to refine strategies and demonstrate impact.
- Provide regular reports to senior leadership on progress against goals.

Legislative and regulatory management:

- Keep abreast of any legislative or regulatory changes in NZ which impact on fundraising or the work of the team and take appropriate action

Cross team and cross Secretariat responsibilities:

- Participate actively in the Leadership Team plus group and in the collective leadership of the Secretariat

The Key Responsibilities above set out the priorities for this role which will shift and develop to respond to the evolving nature of Family for Every Child.

Family for Every Child is evolving and with an ever increasing membership the role of the Secretariat has to adapt and respond to the changing needs of the members and its strategy. This has an impact on each and every role within the Secretariat, therefore flexibility is key and the ability to respond to change, shift responsibilities and work collaboratively underlies the approach all staff need to take.

Safeguarding Statement:

Family for Every Child has zero-tolerance for abuse and exploitation of all people. Successful candidates and post-holders are expected to understand and comply with the [Safeguarding policy](#) and other related policies (e.g. [Safeguarding checks and recruitment of ex-offenders policy](#)) . If a role is assessed as having a medium or high safeguarding risk, a safeguarding self-declaration form and a criminal background check will be requested from individuals holding the position.

Person Specification:



Education, qualifications, knowledge and experience

Essential

- Several experience of broad fundraising experience
- Experience of developing and delivering fundraising strategies
- Graduate degree level of education or equivalent professional qualification within a relevant discipline
- In-depth knowledge of fundraising techniques. Specifically: strategic development, project management, copy editing, data briefing, online cultivation, face-to-face fundraising, door-to-door fundraising, private site fundraising, print, advertising, analysis and modelling in New Zealand
- A sound understanding of Supporter Care techniques, and regulatory obligations
- Extensive experience of working with Salesforce, or other CRM databases
- Experience of using online platforms and social media platforms for fundraising
- Experience of effective communication at all levels across an organisation
- Experience of operating in an organisation in which a facilitative and consultative style of working is appropriate
- Experience of working in a multicultural setting
- Experience of working remotely or with remote-working colleagues and of working as part of an international team
- People management experience

Desirable

- Understanding of New Zealand Fundraising regulation, UK Charities Act and legislation in relation to fundraising, including tax effective giving
- Experience of working within a network organisation
- Experience of managing remote teams
- Basic experience of working with Google Apps

Skills and personal attributes

Role specific skills

- Ability to work independently and across multiple portfolios and subject areas at the same time
- A high level of skill in building and maintaining clear communication and effective working relationships across borders, time zones, organisational boundaries, cultures and languages.

The following skills and personal attributes are expected of all staff

- Flexible and adaptable; willing to contribute to other streams of work and across teams



- Highly skilled communicator, in different formats, and capable of respectfully working across diverse languages and cultures (using translation and interpretation support as relevant)
- Flexibility to work outside typical working hours and across time zones, especially in relation to line management responsibilities and to support cross team working
- Highly organised and self-motivated, able to manage and deliver on multiple concurrent tasks
- Competent IT proficiency across a range of packages, able to learn quickly and troubleshoot problems independently
- Ability to use initiative and work without close supervision, working both as part of a team and as an individual
- Excellent command of English (oral and written) is a must, but working knowledge of Spanish, Portuguese, or French is appreciated to broaden the range of language skills within the Secretariat

Travel

- Limited travel, only if required for the role.