



NEW ZEALAND
RED CROSS
RIPEKA WHERO AOTEAROA

POSITION TITLE:	Philanthropy and Partnerships Manager
LOCATION:	Red Cross House, Wellington
RESPONSIBLE TO:	General Manager Fundraising, Marketing, Communications
FUNCTIONAL RELATIONSHIPS:	Red Cross House Staff Regional Staff
DIRECTLY SUPERVISING:	Trusts Fundraising Co-ordinator

POSITION SUMMARY

- To manage and grow the portfolio of New Zealand Red Cross corporate partners, ensuring that these relationships are strong and mutually beneficial.
- To manage and grow the portfolio of philanthropic and other trusts and foundations that actively support the work of New Zealand Red Cross.
- By effectively managing the above portfolios, meet or exceed the agreed financial income targets.
- To be an active member of the Fundraising leadership team.
- To contribute to the development of New Zealand Red Cross' overall national fundraising strategy
- To manage the Trusts Fundraising Co-ordinator

KEY RESPONSIBILITY AREAS

Corporate Partners

- To identify, negotiate and secure new national partnerships with corporates that align to the mission of the New Zealand Red Cross.
- To build positive and sustainable working relationships with corporate partnerships ensuring that they are mutually beneficial.
- To oversee and grow the national corporate partners payroll giving programme.

- To be the professional lead for corporate partnerships throughout New Zealand Red Cross, forming effective working relationships with key internal and external stakeholders to support and encourage corporate fundraising across the country

Trusts and Foundations

- To implement an annual trust and foundations fundraising work plan that will realise ongoing income growth.
- To build positive and effective long-term relationships with charitable trusts and foundations.
- To support the Trusts Fundraising Co-ordinator to conduct research and prepare compelling proposals and accountability reports for funders.
- To undertake networking and information gathering activities on a regular basis to stay apprised of all the latest changes affecting charitable trust and foundation funders.

General

- Contribute to the development of annual operational plans and budgets.
- Keep the GM Fundraising, Marketing, Communications abreast of key tasks, potential and emerging risks and issues.
- Be an engaged and positive member of the Fundraising, Marketing, Communications leadership team.
- Work closely with the Red Cross programmes teams to identify suitable priority projects for funding.
- Ensure all fundraising proposed and implemented complies with charity law and New Zealand Red Cross policies and procedures (e.g. the New Zealand Red Cross emblem regulations and ethical policy).
- Contribute to the development of philanthropic initiatives in line with the national fundraising strategy.
- Uphold the Fundamental Principles of the Red Cross Red Crescent Movement
- In the event of a major emergency appeal, provide assistance as required, including working unsociable hours if necessary; tasks may include developing emergency appeals for corporates and trusts.
- Carry out such duties as may be required from time to time by the GM Fundraising, Marketing, Communications

Staff Performance and Management

- Establish and agree on performance targets and outputs with direct reports and maintain effective performance monitoring and reporting.
- Provide clear and supportive leadership to staff to enable them to reach their full potential within their roles.
- Oversee the ongoing development of effective operational policy and procedures within your area of responsibility.
- Oversee the planning, execution and supervision of projects undertaken by team members.

Health, Safety and Wellbeing

Ensure workers are informed of and understand the Health, Safety and Wellbeing requirements to be followed and are adequately trained to carry out their work safely.

- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents, including near misses.
- Promote good health, safety and wellbeing practice and monitor this in your area of work.
- Provide opportunities and empower workers to be actively involved in the management health, safety and wellbeing in the workplace.
- Take responsibility for your personal health, safety and wellbeing and that of others, by not knowingly putting yourself or others at risk
- Follow all safety and wellbeing procedures and instructions advised to you
- Report incidents, including near misses, promptly for investigation
- Actively deal with and /or report unsafe practices, actions and / or conditions for prompt attention
- Actively participate in the management of health, safety and wellbeing in your workplace and bring any concerns or suggestions to the attention of your manager and/ or health safety and wellbeing representative.

DELEGATIONS

Staff Management

Number of direct reports	1
Number of staff reporting to direct reports	0

Delegations

Financial Delegations	
Employment Related Delegations	

Note: The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of New Zealand Red Cross. Any changes will be mutually agreed.

It is inherent in all areas of Red Cross work that staff are required to apply and uphold the Principles of Red Cross Red Crescent.

PERSON SPECIFICATION

Qualifications

- Educated to degree level or equivalent – formal qualifications in fundraising, account or project management desirable.

Experience/Competencies

The appointee would be able to demonstrate:

- 5 years experience in fundraising, particularly in corporate, trust or philanthropic fundraising
- Demonstrable skills in securing funds through writing proposals
- Excellent presentation and communication skills

- Competent in preparing, presenting and reporting on detailed budgets and achieving income targets
- Planning and managing projects and activities
- Experience in staff management
- Experience of managing multiple tasks to deadlines and prioritising own workload
- Methodical approach to work with the ability to initiate, implement and complete tasks to a high standard and with minimum supervision
- Ability to mix and work with a wide range of people, confident and friendly in approach
- An appreciation of the legislation affecting charity fundraising
- Ability to engender internal support
- Computer literate in Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Experience of using Raiser's Edge database desirable
- Empathy with humanitarian causes
- Enthusiasm and commitment to work as a team member of Red Cross.

A commitment to the Fundamental Principle of the International Red Cross Movement is imperative.

Travel

The appointee must be able to travel.

Driver's Licence

A current full motor vehicle driver's licence is essential.

APPROVED

Authorised signature:	
Name:	Niamh Lawless
Position:	Secretary General
Date:	