



POSITION TITLE:	Trust and Grant Fundraising Coordinator
LOCATION:	Wellington
RESPONSIBLE TO:	Corporate Partnerships and Trusts Fundraising Manager
FUNCTIONAL RELATIONSHIPS:	Red Cross House Staff Regional Staff Members and Volunteers

PRIMARY OBJECTIVES:

To work with the Corporate Partnerships and Trusts Fundraising Manager to manage the end to end process of fundraising from charitable trusts, foundations and grant makers. This will involve managing existing relationships, researching new opportunities, writing applications and reporting of outcomes on funding received.

KEY RESPONSIBILITY AREAS

- With support from the Corporate Partnerships and Trusts Fundraising Manager be the champion in the organisation for raising funds from charitable trusts, foundations and grant makers
- Implement the annual grant fundraising planning process and development of subsequent funding plan
- Relationship management that leads to long-term and significant financial support from charitable trusts, foundations and grant donors
- Develop good working relationships that ensure colleagues and members/volunteers are supportive of requests that assist with funding applications
- Conduct research that identifies potential donors who align with Red Cross programmes and activities
- Prepare well written, compelling proposals and applications that demonstrate clear alignment to donor priorities and desired outcomes
- Accurate financial acumen when preparing application budgets and reporting on grant expenditure
- Ensure correct processes are undertaken and appropriate sign off is achieved for funding applications

- Liaise with internal stakeholders on funded activities to ensure grant monies are used appropriately, within deadlines and in line with donor requirements
- Prepare highly professional accountability reports that demonstrate outcomes consistent with the original funding request using statistics, stories and other evidence
- To assist with undertaking networking and information gathering activities on a regular basis to stay apprised of all the latest changes affecting funders
- To maintain accurate and up-to-date donor records, using the national fundraising database, electronic and paper records
- To assist in developing and maintaining systems and processes
- To respond to donor queries, by email and phone
- To process donations from trusts, foundations and grant makers
- To work with the General Manager - Communications, Marketing and Fundraising, and Corporate Partnerships and Trusts Fundraising Manager and IT Manager to ensure that all compliance requirements are met when processing donations and personal data, and sending such data externally

General

- To keep the General Manager - Communications, Marketing and Fundraising, and Corporate Partnerships and Trusts Fundraising Manager abreast of key tasks, results and issues
- To assist in supporting volunteers to undertake various supporter care activities
- To carry out such duties as may be required from time to time by the General Manager - Communications, Marketing and Fundraising, and Corporate Partnerships and Trusts Fundraising Manager
- To uphold the Fundamental Principles of the Red Cross and Red Crescent Movement

Health, Safety and Wellbeing

- 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.

LIMITATIONS OF AUTHORITY:

Subject Matter	Approval required from
Entering into any contractual obligations	General Manager - Communications, Marketing and Fundraising
Alteration or amendment of policy	General Manager - Communications, Marketing and Fundraising

DELEGATIONS:

Staff Management

Number of direct reports	
Number of staff reporting to direct reports	

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 the 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 organisational needs as determined by the General Manager - Communications, Marketing and Fundraising. 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/ Experience:

- Experience of working within a not-for-profit environment
- Experience in trust and grant fundraising
- Intermediate to advanced Microsoft Office Suite skills

Competencies

- Methodical approach to work with the ability to initiate, implement and complete tasks to a high standard and with minimum supervision
- Excellent written communications skills
- Attention to detail and excellent numeracy skills
- Strong relationship/account management skills
- Experience of managing multiple tasks to deadlines and prioritising own workload
- Initiative and flexibility with open mindedness
- Empathy with humanitarian causes

APPROVED:

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