

## Position Description

**Position title:** Fundraiser - Trusts and Grants

**Reporting to:** General Manager, Fundraising and Relationships

**Staff reporting:** None

### Our context

Wellington City Mission (WCM) is a community organisation that has been supporting those in need in the Wellington region through the provision of social services since 1904. In recent years, The Mission has grown significantly and is part way through an exciting capital campaign raising funds for a building development in Wellington; Whakamaru, and for an extensive refurbishment of the ex-Wellington Men's Night Shelter.

### Our vision

*People and communities empowered, transformed and experiencing fullness of life.*

### Our values

Aroha / Love

Tūmanako / Hope

Whanaungatanga / Kinship

Manaakitanga / Generosity

### Purpose of the role

The purpose of the Fundraiser – Grants & Trusts role is to prepare and apply for funding grants, research new funding avenues, build relationships with funders, and provide accountability reporting. The Mission has been growing significantly in recent years and grants provide an important avenue to support our work.

### Representative responsibilities and outcomes

Responsibility	Outcome
1.	Preparation & processing of funding applications to trusts & foundations

Ensure maximum opportunity is taken for fundraising through grant application.	Applications are prepared and presented to all appropriate trusts & foundations.
Ensure priority is given to gaining of funds for items budgeted in the current financial year.	Applications for grants in line with Community Services budget with special emphasis on salaries.
Prepare and update an annual applications schedule.	Annual application schedule is prepared at the beginning of the calendar year.
Ensure the processing, recording and accountability reporting of grants is carried out in a timely manner.	Accountability reports are prepared and forwarded on time in accordance with the Trusts requirements.
Ensure that Trusts & Foundations files are kept up to date.	All information on grant application is stored in the appropriate folder and inputted into Raisers Edge.
Ensure regular checks are made to seek new funding opportunities	Regular searches for new trust and foundation opportunities are carried out. WCM is maximising funding opportunities from new trusts and foundations.
Become familiar with criteria governing grant applications.	Regular research into grant criteria is carried out. WCMs grant funding applications are targeted and relevant.
Build relationships with funding providers where possible.	Relationships are instigated and nurtured. WCM is known to and its mission understood by funding decision makers.
Remain up-to-date on funding requirements of WCM programmes and facilities.	Have a current understanding of funding requirements and seek to find related funds to pursue. Funding applications support WCMs mission priorities. Funding decision makers are informed and engaged in WCMs use of grant funds.
Meet fundraising target.	Fundraising targets through grant and trust income is met each year.
<b>Assist with the collection and reporting of statistical information</b>	
Liaise with key WCM staff to collect, interpret and collate statistical information.	Internal processes are understood, and data collection shared.
Produce regular reports on relevant statistics and information on funding.	Regular reports are produced. Reports assist decision making on fundraising activities.
<b>Update records in our database</b>	
Utilise and keep up-to-date with the GEM trusts and grants portal, and Raisers Edge databases.	Grant records in databases are current and complete and assist with decision making and grants accountability.
<b>Other duties</b>	
Assist with other Fundraising events and campaigns as required.	Assisting with events led by the Fundraising and Relationships team. Providing additional assistance with Fundraising campaigns as required.
Assist General Manager Fundraising and Relationships as required.	Tasks are acted upon when they arise. General Manager Fundraising and Relationships is supported and able to be more effective.

Values and Health and Safety	
Demonstrate WCM's values	All tasks and interactions are carried out in ways that are consistent with WCM's values
Comply with WCM's health and safety practices and processes	Hazards are identified and controlled in line with WCM's health and safety management. The position holder and those they work with are kept safe
Process improvement	
Look for and propose process improvements	Processes are effective and innovative. WCM demonstrates best practice. WCM resources are used to good effect.

### Person specification

Essential	Desirable
Knowledge and experience	
Previous fundraising experience.	A track record of securing funding through grant processes.
Adept in building relationships with a wide range of people.	Full, clean NZ driver's licence.
Comfortable working collaboratively and building relationships with people throughout different teams in an organisation.	Strong project management skills.
Excellent communication skills with particular emphasis on writing.	
Attributes	
Results-oriented	
Focused and committed to task	
Attention to detail	
Planning and organising	
Motivated, with a great work ethic	
A dedicated team player	

### Key relationships

Inside WCM	Outside WCM
Managers throughout WCM	Grant providers' representatives
Fundraising team	Other funders
Accounting team	

### Authorities

Financial	Personnel
Budgeted Programme Expenditure	

### **Place and hours of work**

The normal place of work is in Wellington City Mission's offices in Wellington. The position holder may be required to work elsewhere from time to time according to the needs of WCM. WCM may also vary the normal place of work as long as the variation is reasonable. WCM offers flexibility and working from home options.

This is a part time role of 30 hours per week (negotiable). Normal hours are worked between 8am and 6pm, Monday to Friday unless otherwise agreed with the manager.

### **Driver's licence**

The position does not require the position holder to have a current full car driver's licence, however, it is preferable.