



## Position Description

<b>Position title:</b>	<b>Philanthropy Manager</b>
<b>Reporting to:</b>	<b>General Manager Fundraising, Communications, and Relationships</b>
<b>Staff reporting:</b>	<b>Business and Corporate Partnerships Manager Relationship Manager – Gifts-in-Wills</b>

### **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.

### **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 Philanthropy Manager sits within the wider Fundraising, Communications, and Relationships team, which has the overall purpose of raising funds for WCM and awareness of the WCM brand, as well as generating community engagement.

The purpose of the Philanthropy Manager is to build and strengthen relationships with new and existing major WCM supporters, and to create opportunities for donors to give significant gifts. The role includes contributing to the final stage of our Capital Campaign, and overseeing Business and Corporate Partnerships and the Bequest programme.

## Representative responsibilities and outcomes

Responsibility	Outcome
<b>Strategic Direction</b>	
Develop effective strategies for increasing targeted and general funding through best practice philanthropy.	Support for WCM's services and operations increases year on year and targets are met. WCMs current operations and future growth are sustainably resourced.
Understand and support WCM's commitment to Te Tiriti partnership and Te Ao Māori informed approaches	Operations are consistent with WCM's bi-cultural commitment. Relationships support and foster better understanding of Te Tiriti principles and bicultural partnership where appropriate. WCM's reputation is enhanced.
Understand, support, and enhance WCM's ethos, values and relation-focused approach	All donors feel respected and valued as partners in WCM's mission. All donors recognise WCM's values of aroha (love), Tūmanako (hope), Whanaungatanga (kinship) and Manaakitanga (generosity) in all their interactions with WCM. WCM's reputation is enhanced.
<b>Major donor relationships</b>	
Develop and manage a portfolio of major donors and prospects	List of prospects has been developed from our current donors on the WCM database (Raisers Edge). A tailored approach for contact and cultivation has been created utilising moves management. Contact with donors is regularly taking place. Fundraising opportunities for WCM general operations have been researched, created, and presented to donors. Donor giving has increased through on-going personal cultivation and targeted asks. Annual fundraising targets have been met.
Deliver excellent relationship management	Donors regularly receive personal contact. Donors have been hosted at WCM for tours, meetings have been conducted at donors' homes, offices, and meeting places. Strong relationships have been built with donors.
Events are developed and delivered	Events have been successfully organised and executed for the purpose of engagement, cultivation, gift solicitation or stewardship.
Donor recognition is carried out	Donors who have donated over set criteria have received thank you calls, certificates have been produced and delivered, thank you cards have been sent.
Gather information and develop materials to present to donors	Proposals have been researched and written. Proposals have been presented to donors and funding secured. Funding has been tracked and the impact has been reported to donors.

<b>Capital Campaign</b>	
Secure financial support for our building project Whakamaru	New and existing donors have been presented with the opportunity to give toward Whakamaru – our capital campaign.
Donor recognition	Donors have been informed on construction progress and milestones, and invited to events. Gifts have been acknowledged in the new building with plaques, Founders Steps, and any other ways agreed with the donor.
Events are organised, and carried out to raise funds and engage donors.	Successful organisation of events for the Capital Campaign including dinners, cocktail events, building milestone events, opening events, and other events.
Support the Capital Campaign Public Phase	Contribution and support have been given to all aspects of the Capital Campaign. Tasks given by your manager have been completed where appropriate.
<b>Leadership</b>	
Lead, manage and develop team members.	Team members are engaged and productive. Team members understand their roles and have or are developing the necessary skills and resources to carry them out.
Recruit, select, appoint, and induct team members.	People with relevant knowledge, skills and attributes are recruited and deployed. Recruitment processes are efficient and comply with legal and policy requirements and WCM's recruitment and appointment processes. All applicants are treated respectfully and candidate management is consistent with WCMs values.
Carry out annual reviews according to WCM practice.	Annual reviews are completed within WCM time frames. Reviews are honest and constructive and objectives achievable. Review actions are documented and followed up.
Assist team members to plan and achieve relevant learning and development goals.	Team members become increasingly proficient at their current roles. Team members are preparing for future roles or additional responsibilities as appropriate. Retention and engagement are enhanced.
Manage team members' employment relationships within delegations, including managing disciplinary and change processes	Employment matters are managed in ways that meet legal and policy requirements and are consistent with WCMs values.
Model and reinforce WCM's values	Team members know WCMs values and demonstrate these in their work and their interactions with each other, clients, and the public.

<b>Business and Corporate Partnerships</b>	
With the Business and Corporate Partnerships Manager, Develop and deliver a strategy to engage corporate and business partners	<p>Oversight has been given to the Business and Corporate partnerships programme.</p> <p>Support and guidance have been given to the Business and Corporate Partnerships Manager to grow the programme.</p> <p>Existing partners become more engaged with and supportive of WCM's projects and services.</p> <p>New partners are identified and engaged and become active WCM supporters.</p>
<b>Bequest Programme</b>	
With the Relationships Manager – Gifts-in-wills, develop and deliver a strategy to grow the gifts-in-wills programme.	<p>Oversight has been given to the gifts-in-wills programme.</p> <p>Potential bequestors are identified and are encouraged to pledge bequests.</p> <p>Identified bequestors and identified, nurtured, informed and appreciated.</p> <p>Gifts-in-wills help WCM to build sustainability and future growth into its programmes and services.</p>
With the Relationships Manager – Gifts-in-wills, develop and implement a plan to increase use of the free online Wills platform	<p>Awareness and uptake of the online Wills platform has increased.</p> <p>Data given through the platform has been analysed and reported on.</p>
<b>Administration</b>	
Ensure that all communications are received and acted upon in a friendly, efficient, and appropriate manner, and donor records are maintained.	<p>Donor enquiries and requests have been responded to promptly, courteously, and efficiently, and people are made to feel welcomed, cared for, and informed.</p> <p>Donor records on the database have been updated with notes on every interaction.</p>
Continually seek ways to improve efficiency.	<p>Areas of need have been identified and evaluated, and effectiveness of work has been improved.</p> <p>Work has been performed following best practice, and guidance from the Manager.</p>
<b>Values and health and safety</b>	
Demonstrate WCM's Kaupapa and values	All tasks and interactions are carried out in ways that are consistent with WCM's Kaupapa and values.
Comply with WCM's health and safety practices and processes	<p>Hazards are identified and controlled in line with WCM's health and safety management.</p> <p>Incidents are reported promptly and according to WCM policy and practice.</p> <p>The position holder and those they work with are kept safe.</p>

## Person specification

Essential	Desirable
<b>Knowledge and experience</b>	
Experience in a non-profit environment with a focus on raising funds.	Previous experience in a major gift position is desirable
Demonstrated experience in initiating, nurturing, and developing relationships	Budget management experience
Experience in organising events	Good time management, administrative and office management skills
Demonstrated ability to work independently, as well as with a team to achieve goals	Track record of relating to people from a diverse range of backgrounds
Current full car drivers' licence	Working knowledge of principles of privacy and confidentiality
Excellent written and oral communication skills	
<b>Attributes</b>	
Enthusiastic and optimistic	Motivated, with a great work ethic
Able to build rapport with a wide range of people and personalities	Honest and trustworthy
A positive, can-do attitude	A dedicated team player
An interest in people	Problem-solver and creative thinker

## Key relationships

Inside WCM	Outside WCM
Fundraising Team	WCM Supporters
Other WCM staff across all facilities	WCM beneficiaries
	Wider Wellington public

## Authorities

Financial	Personnel
Expenditure for programme	Personnel management responsibility

## Place and hours of work

The normal place of work is 19 Gordon Place, Newtown, Wellington. From September 2024 the normal place of work will be Wellington City Mission's new building Whakamaru, in Mt Cook, 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. The position requires a full NZ driver's licence.

There is the opportunity for the role to be either part-time of 30 hours, or full time of 37.5 hours per week. Normal hours are worked between 8am and 6pm, Monday to Friday unless otherwise agreed with the manager.

## Employment Application Form

### Your privacy

*We collect the information in this form as part of our assessment for employment at Wellington City Mission. If you are appointed to a role at Wellington City Mission, this information will be kept as part of your personnel records and you will be entitled to view it at any time. If you are not appointed this information may be kept for up to three months and then will be destroyed.*

### The position

What position are you applying for?

How did you hear about the position?

### Your personal details

What is your full name?

First names	Last name

What name would you like us to use when we email you or speak with you? (eg Susan, Sue, Ms Smith)

What is the best phone number to contact you?

What email address should we use?

Have you previously worked for Wellington City Mission? If you have, please give the position(s) you worked in and the dates.

Position	Dates

## Immigration status

Are you living in and legally entitled to work in Aotearoa New Zealand?

What is your residency status?

If you have a work visa, what type of visa do you have and when will it expire?

<b>Visa type</b>	<input type="text"/>
<b>Expiry date</b>	<input type="text"/>

*Note that we will need to see evidence of your citizenship or immigration status if we offer you the position.*

## Medical conditions, disabilities and other restrictions

Having read the job description, are there any circumstances or conditions that could affect your ability to do the job you are applying for? If so, please provide details in the text box following. You only need to tell us about conditions if they will affect your ability to do the job. We are committed to being inclusive, and we will do what we can to accommodate disabilities or other requirements.

Have you ever had any work-related illnesses or medical conditions such as gradual process injuries which could be aggravated by the tasks described in the job description? If yes, please give details.

## Charges and convictions

Have you ever been convicted of a criminal offence or are you facing an investigation or criminal charges now? If yes, please give details in the box below. You may still be considered for the role even if you have previous convictions or charges pending, but the nature of our work means we need to know about them. There may be convictions you don't need to declare because of the [Clean Slate Scheme](#). If you are not sure what you need to declare you should get advice.

*Note that if we get to the stage of offering you employment, we will conduct a Police vetting check.*

## Conflicts of interest

Do you have any interests or relationships that could be, or could appear to be, conflicts of interest? A conflict of interest can arise if you or someone close to you works or volunteers for, or has an interest in, an organisation that provides services to Wellington City Mission. It is also a conflict of interest if you or someone close to you works or volunteers for or has an interest in an organisation



that competes with Wellington City Mission or is inconsistent with Wellington City Mission's values. If you have or may have a conflict of interest, please give details in the box below.

*Many conflicts of interest can be managed, but we do need to know about them.*

## Professional registration

If your profession requires you to be registered for this role (for example a Social Worker), are you currently registered?

Have you ever been declined registration or had your registration suspended or cancelled by your professional association?

If yes, please provide details.

## Driver's licence

Please complete this section if the position description requires a driver's licence.

Do you have a car driver's licence?	
Have you had your licence suspended or disqualified for traffic offences in the last ten years? If yes, please give details.	
Have you been declined vehicle insurance or had vehicle insurance cancelled in the last ten years? If yes, please give details.	

## Your CV

Please send this completed form with an up-to-date CV to the email address below. You can include a cover letter if you wish.

In your CV, please include full details of your current or most recent employment, and full details about other roles you have had that you think are relevant to this position. Please also list with dates all the jobs you have had in the last ten years, including the reason for any periods when you were not in work.

In your CV, please also list your professional, academic or technical qualifications if these are relevant to the position. Don't be discouraged from applying if you don't have qualifications. We value experience and not all positions require qualifications.

We also value volunteer experience. Please include in your CV or cover letter any volunteer work you have done that is relevant to the position or to the work of Wellington City Mission.

## Finally

Please complete the following declaration. When you enter your name and today's date you are confirming that the following statement is true.

"I declare that the information supplied in this application form, my CV and cover letter is correct and complete to the best of my knowledge."

Your name	
Today's date	

*Please email your CV, cover letter and this application form to  
at*