

POSITION DESCRIPTION

VOLUNTEER SERVICE ABROAD - TE TŪAO TĀWĀHI

POSITION TITLE	Fundraiser
REPORTING TO	Fundraising Manager
EMPLOYMENT STATUS	Fixed-Term (to June 2020)

BACKGROUND ON VSA

Volunteer Service Abroad (VSA) is a New Zealand based international development agency that sends Kiwi volunteers on long and short-term assignments to share their skills with communities striving for sustainable change in the wider Pacific.

VSA focuses on people-centred development. We give great importance to manaakitanga which means we value respectful partnerships, working and learning together, cross-cultural understanding and the spirit of Te Tiriti O Waitangi to the philosophy and values of our international development programme.

There are currently 40 staff working for VSA in Wellington, as well as field staff based in Timor-Leste, Bougainville, Papua New Guinea, Samoa, Solomon Islands, Tonga and Kiribati. In addition, VSA has a number of partnership arrangements with other organisations to provide volunteer support and/or programme development in other countries.

VSA is registered in New Zealand as an incorporated society and is a charity registered with the Charities Commission. It is an independent, secular, and not-for-profit organisation, financed by both government grants and independently generated income. The bulk of VSA's funding is provided by the NZ Government, through the Ministry of Foreign Affairs and Trade. Other income is raised from investments and through donations made by the general public.

Further information can be obtained from VSA's website www.vsa.org.nz

BACKGROUND TO FUNDRAISING & BUSINESS DEVELOPMENT TEAM

The Fundraising & Business Development Team focuses on securing independent, non-government funding for VSA through a range of campaigns and activities; building and maximising the quality and impact of relationships; and growing VSA's business by exploring, investigating and testing innovative programmes and strategies. It also has a significant role in developing partnerships with New Zealand and international private and public sector organisations, regional and UN agencies, and international NGOs that transform the lives of people in the Pacific by providing volunteering opportunities for skilled New Zealanders.

Fundraising and Business Development have an integrated approach to development and work closely with other VSA teams including Communications, International Programmes and Volunteer Recruitment.

VSA's Fundraising & Business Development team currently includes the following roles:

- Director Fundraising & Business Development
- Business Development Manager
- Business Development Officer
- Fundraising Manager
- Fundraiser
- Fundraising Administrator
- Fundraiser (Fixed-Term)

POSITION PURPOSE

To work collaboratively and cooperatively as a member of the Fundraising & Business Development team to achieve VSA's strategic goals for developing new revenue streams and growing support for VSA, its reputation and profile.

RESPONSIBILITIES

Reporting to the Fundraising Manager, with strategic guidance from the Director Fundraising and Business Development, the Fundraiser will:

- Work with the Fundraising Manager on the development and growth of fundraising initiatives and campaigns aimed at increasing revenue generation, and the number of donors and supporters loyal to VSA, with a particular focus on regular giving and direct mail appeals.
- Be responsible for the day-to-day management of VSA's bequest fundraising strategy.
- Work with other VSA teams such as Communications and International Programmes to identify suitable fundraising projects, develop content, and communicate with supporters and the public by print, email, online and mainstream media.
- To identify and build relationships with potential donors, and communicate effectively with donors, volunteers, supporters, members and key stakeholders.
- To work with the Fundraising Administrator to ensure the efficient maintenance and analysis of data through eTapestry.
- Keep up-to-date locally, nationally and internationally with fundraising ideas, trends and information in order to enhance VSA's fundraising practice and supporter engagement.
- Undertake other duties as required from time to time.

PERSON SPECIFICATION

- A tertiary qualification in an appropriate field is preferred.
- Minimum 2 years' experience working in a paid fundraising role. You will need to demonstrate a good understanding of fundraising principles and practice. Experience with regular giving, postal direct mail appeals and/or bequest fundraising is an advantage.
- Well-developed communication skills – written, oral and listening. You will need to demonstrate the ability to present information in an appropriate and engaging manner.
- Excellent interpersonal skills including a good telephone manner, and the ability to act in a professional, courteous and friendly manner.
- Strong computer literacy, knowledge of eTapestry would be an advantage.
- Have a confident and outgoing nature, with the ability to work collaboratively.
- A good organiser with a methodical approach to planning, analysis, presentation of information and an ability to prioritise tasks in order to meet deadlines.
- A high level of accuracy, efficiency and attention to detail.
- Commitment to the principles of international development and an understanding of the principles of the Treaty of Waitangi and bi- and multi-culturalism.
- The successful candidate will be asked to provide evidence of their right to live and work in New Zealand.

In order to meet the changing needs of the organisation, this Position Description may require change from time to time. Such change may be initiated by the CEO.