



Community Research Communications and Fundraising Coordinator

Part-time (6 hours a week), fixed term to December 2019.

Community Research is a national NGO, a registered charity and an incorporated society which develops research capacity within the Tangata Whenua, Community and Voluntary Sector.

Role Description

You'll be joining a small, ambitious and nimble NGO that uses technology to share community learnings in a truly direct and rewarding way. All this is coordinated by a small, tightly-programmed team based in Wellington.

Working closely with the Managers, you'll support the successful coordination of this year's fundraising and communications work. You'll have the satisfaction of ensuring that all of our fundraising is collated and submitted on time, our relationships with our funders are well-resourced at an admin level, and our audiences are communicated with according to schedule. You'll keep an excellent record of your progress, and of relationship history. Your key relationships will include the Operations Manager, key individuals within Community Trusts and philanthropic funders, and the Digital Communications specialist. You will ensure the smooth delivery of our fundraising and our e-comms this year.

You'll be a completer/finisher who loves good order and routine, is open to new ideas, and who thrives on finishing projects on time. You'll be resourceful and independent about resourcing your needs or asking for direction, and you'll be proactive if you see a gap or a problem. You'll also be resilient, mature and able to set your work/life boundaries well.

Above all, you'll love this organisation, and your greatest satisfaction will come from knowing that you're making a difference for thousands of Tangata Whenua and community organisations across New Zealand, by offering a tangible and valuable service, in a truly rewarding way.

Key Objectives

Communications

- You'll co-ordinate e-communications, scheduling emails to webinar registrants, our monthly e-news along with a weekly facebook post.
- You'll make sure we send our comms out on time, ensuring deadlines are met, content is accurate, mailing lists have been uploaded, and coordination is smooth.

- You'll closely monitor progress, forward-plan and update the checklist in Google Docs with stickers and progress notes.

Fundraising Admin / coordination

- Grant applications and accountabilities - working closely with the Manager and others you'll ensure Phases 3-6 of the Funding Application Annual Plan happen smoothly, updating the Checklist as you go.
- Collating information supplied by the Manager, and liaising with funders as needed, you'll plan meetings, collate and submit applications, and ensure delivery within deadlines.
- You'll be watching the tight schedule with a keen eye for detail, ensuring each funding application is turned out well.

Record-keeping and reporting

- You'll ensure our CRM is kept up to date with the latest imports from Eventbrite, you'll update funder profiles on our CRM with file notes and personnel data, and you'll ensure good records are kept, integrating organizational knowledge and records, across multiple providers.
- Conducting membership administration pre- and post-AGM (October) including renewal correspondence, follow up and checking bank payments.

Comms & Fundraising Coordinator :

- Admin/Coordination. Ensures deadlines are met, schedules comms for sending, and final check all copy is accurate.
- Fundraising Coordination. Ensures deadlines are met, meetings scheduled, correspondence is done, prepares drafts of material, oversees final drafts and final approvals from Manager.
- Exports/imports mailing lists, add links as needed.
- Gains approval from Manager on all drafts.
- Facebook on social media.

Manager:

- Writes and/or approves content and text. Is 'the voice of Community Research'.
- Writes final drafts of fundraising applications and accountability reports
- Meets with funders, and supplies all information to funders
- Gives final approvals, relationships and implementation.

Hours

6 hours per week.

Skills and Attitudes

Essential

- A systems person, and a multi-tasker, precise and tenacious with detail.
- A spirited, resilient hard worker.
- Experience of grants and donations management
- Comfortable with the use and application of technology
- Great phone manner
- Experience of working in small organisations
- Proactive, self-directed and independent

- Excited by our kaupapa.

Desirable

- Track record of writing successful grant applications.
- Knowledge of te reo Māori me ona tikanga
- Website Content Management experience (if possible)
- Knowledge of NGO context, including Tangata Whenua aspirations
- Good written skills, eg funding applications, newsletters, social media