



JOB DESCRIPTION

Position title	Donor Relations Administrator
Location	National Office, Wellington
Nature of role	Permanent – 0.6 FTE
Purpose of role	To assist with coordination of ICHC donor relationships and associated administrative tasks, including maintaining our donor database and coordinating grant applications

ICHC	
<p>The Interchurch Council for Hospital Chaplaincy (ICHC) was established by a group of churches to provide hospital chaplaincy across Aotearoa New Zealand.</p> <p>We are committed to promoting, maintaining and developing, relevant, flexible, and competent Chaplaincy services within the Aotearoa New Zealand healthcare environment. The primary purpose of our ministry is to foster good health through excellence in pastoral care. Our mission is to collaborate with the Ministry of Health, Hospitals, Churches and community ethnic/religious groups to show compassion and pastoral care that fuels hope, healing and serenity amid suffering. Our Chaplains work alongside other healthcare professionals in the hospital setting.</p> <p>We are committed to the principles of partnership expressed in the Treaty of Waitangi. Spiritual care and support are provided by Chaplains in the most appropriate way for all healthcare clients, regardless of religious denomination, faith-orientation, beliefs, ethnicity, gender, or sexual orientation. Clients are at liberty to access the spiritual care of their choice. Our Chaplains’ role is to coordinate that process, as well as providing pastoral care themselves.</p>	

Reporting line	Reports to the National Office Manager
Direct reports	None
Collaborative relationships	<ul style="list-style-type: none"> • CEO • National Office Administration team • Regional Managers • Various ICHC stakeholders • ICHC Board members

Functions and responsibilities (key activities, tasks and outcomes to be achieved)	
<p>1. Donor relations</p> <p>To assist with the coordination of donor relations by ensuring:</p> <ul style="list-style-type: none"> • timely communications with our donors • accurate information is entered into our database • donor details are kept up to date • processing receipts as required, including F/YE receipts • preparing donor reports, as required 	

- maintaining any donor related resources
- Recruitment of new donors
- Monthly reconciliation of donor bank account
 - Working with the Finance Administrator for the reconciliation of Xero and Infoodle
 - Follow up any discrepancies
- Process Credit Card donations

2. Grant applications

- Researching relevant grant opportunities
- Compiling relevant information, to make grant applications
- Work with the National Office Manager to set a timetable for grant applications
- Ensure grant applications are completed in a timely manner, with all relevant information included in each grant application
- Liaise with the Finance Administrator – inform them of successful grant applications
- Liaise with Regional Managers, Local Administrators and LCC's regarding Grant application opportunities and coordination of applications

3. Other duties

- Assist Finance Administrator
- Assist National Office Manager with reporting information and other tasks as requested

Attributes

- Motivated by personal Christian belief
- A willingness to mirror and accurately represent the beliefs, vision and goals of ICHC.
- Confident clear communicator
- Enthusiastic and Organised
- Ability to balance a number of tasks and meet objectives
- Consistent team player
- Proactive self-starter and manages time to best advantage
- Competent administrator

Key job requirements

Qualifications and Experience

- Experience processing and managing donor / customer relations and CRM software [Essential] (Experience with Infoodle &/or Fundraiser Suite desirable)
- Experience with making grant applications [desirable]
- Natural ability to network and build rapport including an excellent phone manner
- Strong verbal and written communication skills
- Strong MS Office Suite skills