

Knowledge and Development Director

Fundraising and governance

Job description



- Together with ED:
 - Identify strengths and potential areas for improvement across the network
 - Identify workshop needs – in professional development, fundraising, grant making and governance

- Develop an annual strategy of learning for the Community Foundations network
- Build an annual training programme across the country
- Plan and implement training programmes, workshops and webinars which focus on capacity building and will prepare staff and Boards for the next stage of growth
- Provide support to members – networking and coaching
- Work with ED on annual conference content and programme planning
- Prepare budgets for training programmes and workshops
- Develop collaborative relationships and bring in guest presenters where necessary
- Promote professional development opportunities
- Develop resources to support the programmes
- Prepare and deliver workshops – online and in person
- Track uptake and feedback
- Report back to the ED and Board on a regular basis

Expertise desirable for this role:

- Understanding of both the international and the NZ Community Foundations sector
- In-depth knowledge of major gifts and bequest fundraising
- Sound knowledge of best practice in Board governance and strategic planning
- Understanding of best practice in grant making
- Experience with designing and delivering training programs and workshops
- Excellent decision making and organisational skills
- Critical thinker with problem-solving skills
- Excellent team player
- Excellent time-management skills
- Proficiency in MS Office and database software

Who we are looking for:

You must have:

- A real passion for CFNZ's vision growing community philanthropy and impact
- Significant relevant experience – in senior fundraising, governance, grant making and/or training
- Excellent people skills: the ability to influence, network, and build alliances

- The ability, confidence and authority to engage with governance Boards, build long-term relationships, and to persuade and influence decision-makers
- A strong team spirit and open and collaborative instincts - you will be working closely with many member colleagues across NZ
- Excellent interpersonal, communication and presentation skills
- Well-developed facilitation and diplomacy skills
- Strong strategic thinking ability
- A can-do approach: a self-starter with drive and initiative
- Comfort working remotely in a growing and evolving organisation – a willingness to be flexible, spot emerging opportunities, adapt the role, work well independently, manage projects simultaneously, and meet deadlines

The fine print

Terms of employment: Contract, part-time (0.5 equivalent, flexible weekly hours to suit).

CFNZ is a growing and evolving organisation responding to members' needs, and there will be scope to develop and grow this role for the right candidate.

Location: This is a new role and the location is flexible – while we have a slight preference for Wellington we will consider applicants from anywhere in NZ. You will mainly be working remotely - from your home, or wherever you choose.

You will travel across NZ to run workshops with our 17 Community Foundation members (we envisage averaging around one trip per month) and join the CFNZ team for strategic planning sessions in Wellington twice a year, including at the CFNZ conference (planning sessions in 2021 are scheduled for June 8th and at the CFNZ conference, 5-7th October).

Contract pay: Pro rata \$93k-114k p.a. (\$45-\$55 per hour), initially for a fixed term of 12 months, with potential to extend the role for the right candidate.

Right to work requirements: We are only able to consider applicants who are eligible to work in New Zealand. We are committed to ensuring that every New Zealander has an equal opportunity to work and promote a culture that supports, encourages and celebrates diversity.

Application Deadline: Monday 15th February 2021, 5pm

Application process

Email eleonor@communityfoundations.org.nz and attach your CV and cover letter.

Your cover letter should set out:

- What motivated you to apply for this role, why are you interested in this sector?
- How you meet the requirements for the role, as listed in the job description
- Which part of the job description interests you the most?

Any questions?

If you have any questions about this role, please contact Eleanor Cater, Executive Director - eleanor@communityfoundations.org.nz

See more about our work at www.communityfoundations.org.nz

If you've read this far and decided not to apply, please feel free to share this job description with someone else in your network who you think might be a good fit for this brand new role. Thank you!