



COMMUNITY FUNDRAISING COORDINATOR 0.8FTE

SUMMARY

- New role within our small but dynamic Development & Engagement Team
- Supportive work environment with professional development opportunities and a focus on wellness
- Be part of a great team that supports the Hawke's Bay community to care for those with a life limiting disease

THE ORGANISATION

Cranford Hospice Trust is focused on being leaders in specialist palliative care. We are committed to providing person and whānau-centred care for the Hawke's Bay community. We have an in-patient unit, community outreach services, bereavement and grief support. The work is varied and offers the opportunity to make a real difference in the lives of patients, and their families and whānau. We have a team of around 75 paid employees and a volunteer army of around 400 across our Hastings base and the 3 retail charity shops.

THE OPPORTUNITY

Are you an enthusiastic and well-organised 'people-person' with proven relationship building and community engagement capabilities? Do you have the ability to inspire people to support their local charity by fundraising for us? And are you motivated by making a positive difference in the lives of people? If so, this role might be for you!

This role will be a key member of the Development & Engagement team that supports and delivers the organisation's fundraising and communications strategy. Each year the team needs to fundraise around \$3 million and needs a proactive person to join them. This role will be focused on coordinating and implementing the community fundraising programme. Based in Hastings, the hospice is a walking distance to the CBD with free street parking.

Duties include:

- Coordinate and implement the Community Fundraising programme, including the Annual Appeal, Trees of Remembrance, community fundraising events, collection boxes, regular giving and peer-to-peer fundraising campaigns)
- Build relationships with and deliver presentations to community groups, schools, local businesses, volunteers and event participants
- Supporting Cranford Hospice's communications programme
- Database administration and reporting
- Role model for our values.

Skills and experience

- Ability to motivate and inspire others
- Experience in relationship building and stakeholder engagement

- Experience and knowledge in fundraising and events
- Proven ability to work under pressure and to deadlines
- Ability to work to KPI's and monthly fundraising targets
- Digital literacy, preferably with knowledge in web applications and social media.
- Flexibility to work varying hours and days to support events and functions as required

Organisational culture: take a look a couple of short You Tube clips to get a feel for us

<https://youtu.be/ckigm4EZtv0>

<https://youtu.be/4-Xiuj56ZJ8>

HOW TO APPLY

For an application pack please contact: jackie.hollis@cranfordhospice.org.nz or phone 06-8787047 for more information.

Please include a current CV and cover letter detailing your skills and experience for this role. Applicants must be eligible to live and work in NZ and be able to successfully pass a Police Vetting Check.

Applications close: **25 January 2021 at 12.00pm**