



## Position Description

### Philanthropy Advisor

#### The Organisation: *Hōhepa Canterbury*

When you work at Hōhepa Canterbury, you are part of something very special. We are a community leader providing services and support for people living with an intellectual disability based on the anthroposophical principles of Rudolf Steiner. We actively engage with the people we support to empower them to develop to their fullest potential and lead enriched and meaningful lives in a holistic, supportive environment.

#### Our Mission, Vision and Values: *Our reason for being*

Every Life Fully Lived

Supportive communities, inspired by anthroposophy, that celebrate diverse ways of being human

Sustainability   Whakamana   Equality

#### The Opportunity: *Where the role fits within Hohepa and delegated authorities*

<b>Title:</b>	Philanthropy Advisor
<b>Reporting to:</b>	Community Engagement Manager
<b>Department:</b>	Marketing and Fundraising
<b>Direct reports:</b>	Nil
<b>Financial delegation:</b>	Nil
<b>Other delegation:</b>	Nil

#### About the role:

You will use your experience to implement and lead new strategic revenue streams, including bequest and regular giving campaigns. With your fundraising and communications skills you will provide support to Community Engagement Manager (CEM) and collaborate with the team to achieve strategic fundraising goals.

#### Key relationships: *the key stakeholders this role is expected to interact with routinely*

Internal Relationships	External Relationships
<ul style="list-style-type: none"><li>• Hōhepa colleagues and volunteers</li><li>• Administration team</li><li>• Leadership team</li><li>• Families and guardians</li></ul>	<ul style="list-style-type: none"><li>• Personal donors</li><li>• Corporate organisations</li><li>• Contractors</li><li>• Funder organisations</li></ul>

**Key responsibilities *Expectations and outcomes of this role***

<b>Accountability</b>	<b>Deliverables and outcomes</b>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Lead, implement and steward donor bequest and regular giving campaigns, including appropriate functions and events</li> <li>• Develop and maintain donor relationships through regular communication and donor events</li> <li>• Research and identify new opportunity and revenue streams</li> <li>• Assist the CEM with additional fundraising campaigns and funding applications</li> <li>• Provide support to the CEM as needed</li> <li>• Support capital campaigns</li> <li>• Manage and maintain fundraising database (Vega)</li> <li>• Contribute to the further development and strategic planning of Hōhepa's fundraising programmes, as it fits within the goals and priorities of the organisation</li> </ul>
<b>Communication and Marketing</b>	<ul style="list-style-type: none"> <li>• Assist CEM with marketing campaigns as required</li> </ul>
<b>Reporting and analysis</b>	<ul style="list-style-type: none"> <li>• Provide data and insights on portfolio activities through reports</li> <li>• Completion of related administrative fundraising tasks to a high standard, including accurate and up to date record keeping of all contact and activities with all professional advisors, donors and prospective donors.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Contribute to the activities of the wider team as necessary</li> <li>• Recognise your role as part of a small team and become an active part of a team culture that encourages close collaboration and supportive relationships between colleagues.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Takes all practicable steps to ensure personal safety and the safety of others as a matter of priority, and ensure that all hazards identified are eliminated, isolated or minimised.</li> <li>• Ensure all health and safety hazards, near misses, accidents and incidents are reported and recorded accurately</li> <li>• Ensure that all specific Health and Safety Responsibilities outlined in the Hohepa's Health and Safety Policy are undertaken in accordance with procedure.</li> <li>• Inform staff, contractors or other persons (as appropriate) of any hazards to health and safety which are known to be associated with the work you perform and the steps to be taken to control any such hazard.</li> </ul>

**Person Specifications: *The qualifications, experience and attributes required for success in the role***

<b>Qualifications, Skills, Experience</b>	<b>Personal Attributes</b>
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<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in relevant field or similar level of worked experience</li> <li>• Minimum of 4-5 years' fundraising experience</li> <li>• Experience with bequest campaigns</li> <li>• Experience in donor stewardship</li> <li>• Excellent interpersonal and communication skills</li> <li>• Excellent relationship building skills</li> <li>• Computer literacy, including proficiency in Microsoft Office applications</li> <li>• Full drivers licence</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience with fundraising databases</li> </ul>	<ul style="list-style-type: none"> <li>• Relationship driven – people come first</li> <li>• Attention to detail</li> <li>• Ability to take initiative and work independently</li> <li>• Effective organisational and time management skills</li> <li>• Excellent oral and written communication</li> <li>• Team player with a high level of energy</li> <li>• Demonstrates honesty, integrity and respect for all</li> <li>• Personally driven, motivated, and aligned with Hohepa values</li> </ul>
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**Disclaimer:**

The above statements are intended to describe the general nature and level of work to be performed by the position holder. They should not be considered an exhaustive list of all responsibilities, duties, or skills required of the position holder. From time to time, the position holder may be required to perform duties outside of their normal responsibilities as needed. This job description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation.