

Te Tūranga Position Description	
Title:	Philanthropy Specialist
Team:	Fundraising and Communications
Reporting to:	General Manager Fundraising and Communications
Location:	National Office

Aronga Nui | Our Purpose

Ko te hāngai ki te whakatakanga ngātahi, a, ko te aronga tōtika ki ngā tini kaupēhipēhi me te hoe ngātahi i tā rātou kōkiri whakamua.

Manaaki Tāngata Victim Support is here 24/7 for people directly affected by crime and traumatic events, including their whānau and witnesses. We support people to feel informed, empowered, safe and able to cope with the impact

We are committed to upholding the principles of Te Tiriti o Waitangi to ensure equitable access and outcomes for Māori clients and that kaimahi Māori can thrive within our organisation.

Ngā Uara | Our Values

At the core of how we work are our values:

Manaakitanga | Whanaungatanga | Kotahitanga | Rangatiratanga | Kaitiakitanga

Te Kaupapa | Role Purpose

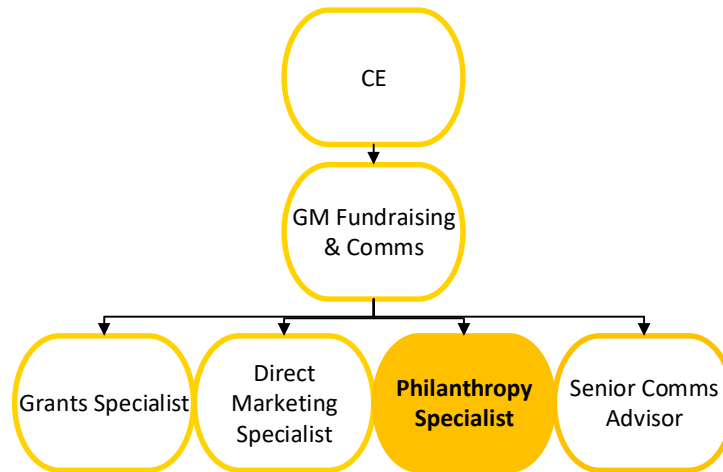
The purpose of this role is to establish and grow our philanthropy, with a focus on developing Gifts in Wills and Major Donor programmes. This is a new position, which offers the opportunity to build these programmes from the ground up and shape how we engage with supporters.

The Philanthropy Specialist will identify, cultivate, and steward meaningful relationships with mid and major donors, using authentic storytelling to connect them with our impact. Working closely with the General Manager Fundraising and Communications, you'll embed best practice, streamline processes, and establish strong reporting and donor management systems.

As part of a small, supportive team, you'll contribute across the wider fundraising programme when necessary.

This role suits someone who thrives on building relationships, working strategically, and is motivated by creating lasting, values-led change.

Te Rārangi Tūranga | Role Structure



Ngā Mahi | Do

- Develop and implement annual plans and targets for philanthropy, contributing to the wider fundraising strategy and long-term growth of the programme.
- Identify, cultivate and steward a portfolio of mid and major donors, building genuine relationships and creating meaningful engagement opportunities.
- Design and lead a Gifts in Wills programme, including developing resources and marketing materials, and building a strong pipeline of pledgers.
- Identify and nurture potential supporters, who may consider leaving a gift in their will in future, using thoughtful engagement and communication strategies.
- Oversee the stewardship of confirmed Gifts in Wills supporters, ensuring thoughtful and personalised stewardship.
- Work closely with frontline and communication colleagues to tell compelling stories that connect donors with the impact of their giving.
- In collaboration with the Direct Marketing Specialist, create and manage donor journeys, for new and existing mid and major donors.
- Develop and guide strategies, proposals and cases for support for major gifts, ensuring alignment with organisational priorities and impact.
- Support the development of Victim Support's investment fund by identifying and nurturing philanthropic opportunities that contribute to long-term sustainability.
- Monitor and report on the performance of fundraising activities, maintaining accurate CRM records and pipelines to support forecasting and reporting.
- Ensure all philanthropy activities align with fundraising ethics, privacy obligations and Victim Support's policies and values.
- Stay up-to-date with fundraising best practices and industry trends, applying these to strengthen and innovate Victim Support's philanthropy work.

- Attend planned and appropriate professional development, as discussed with your manager.
- Maintain a positive ongoing working relationship with the NZ Police throughout your employment and retain their trust and confidence at all times.
- Comply with all Victim Support policies and procedures and alert your manager to any potential breaches or issues.
- Undertake additional responsibilities and activities as may be reasonably requested by your manager.

Pūkenga | Key Skills

- This role is ideal for an individual who is passionate about philanthropy and is looking for an opportunity to make a difference in the lives of those affected by crime and traumatic events.
- The successful candidate will have the opportunity to collaborate on innovative fundraising activities and play a key role in the ongoing growth and success of the overall fundraising programme.
- At least 3-5 years of experience in a similar role, with a proven track record of developing and leading Philanthropy, Major Donors, or Gifts in Wills programmes.
- Demonstrated success in building and managing relationships with high-value donors and supporters.
- Strong networking skills, with a warm, engaging, and professional communication style.
- Proven ability to plan strategically and translate ideas into effective donor engagement activities.
- Sound analytical skills and attention to detail, with experience interpreting data and identifying insights to inform strategy.
- Knowledge of fundraising compliance, ethics and relevant legislative requirements.
- Proficient in using CRM and fundraising software. Experience with Salesforce is an advantage.
- A self-starter with initiative, sound judgement, and the ability to work independently or collaboratively within a small team.
- Agile and adaptable, comfortable managing shifting priorities and deadlines.
- A genuine enthusiasm for connecting with people, whether by phone, face-to-face or through digital channels.
- Commitment to working in a values-led, inclusive, and collaborative way that reflects the principles of Te Tiriti o Waitangi.