

Role Description

Title	Fundraising Manager (Fixed Term 24 Months)		
Manager's Title	Chief Executive	Date	February 2026
Team	Executive	Location	Christchurch
Direct Reports	N/A	Work Environment	Christchurch

Organisational Context

Antarctica New Zealand is a Crown Entity established on 1 July 1996 under the New Zealand Antarctic Institute Act. We are responsible for developing, managing and delivering New Zealand's activities in Antarctica and the Southern Ocean.

Our purpose is to ensure Antarctica and the Southern Ocean are valued, protected and understood. We play an influential role in the kaitiakitanga (guardianship) of this globally significant region by enabling high-quality scientific research, supporting environmental protection initiatives, and contributing to international cooperation in the interests of peace and science. Our work includes the operation of Scott Base, the delivery of complex logistics to, from and within Antarctica, and raising public awareness of the importance of Antarctica and the Southern Ocean to New Zealand and the world.

Role Purpose

The Fundraising Manager is responsible for establishing and leading a focused philanthropic fundraising function to support the New Zealand Antarctic and Southern Ocean Trust, enabling charitable funding to advance Antarctica New Zealand's mission.

The role leads the development and implementation of a fundraising strategy that builds sustainable philanthropic support, strengthens donor relationships, and aligns with Antarctica New Zealand's values, reputation and strategic priorities. Working closely with organisational leaders, the Communications team, and the Trust's Board and Trustees, the role identifies and progresses high-value fundraising and donor engagement opportunities.

Reporting to the Chief Executive, the Fundraising Manager plays a key role in building relationships with donors and stakeholders and embedding effective fundraising and stewardship practices within the organisation. This newly established role will initially be for a fixed-term role for a period of 12 months to establish and embed a strategy and approach.

Our Values - To honour our obligation to Antarctica:

We are proactive and passionate about what we do

E ngākau whiwhita ana, ngākaunui ana hoki tātou ki ā tātou mahi katoa

We take responsibility for each other and the environment

Nō tatou te haepapa kite tiakii a tatou anōme te taiaohoki

We work together to achieve success

Ka mahi tahi tātou kia angitu ai

We always act with integrity

He ngākau pono ō tātou ahakoa te aha

We pursue excellence in everything we do

Ka whāia e tātou te iti kahurangi i ā tātou mahi katoa

Key Accountabilities

Fundraising Strategy & Results

- A clear, approved fundraising strategy implemented that delivers philanthropic income for the ***New Zealand Antarctic and Southern Ocean Trust***, aligned with Antarctica New Zealand's purpose, brand and community engagement goals.
- Fundraising effort and investment are focused on the highest-value opportunities, with clear priorities, targets and measures of success.
- Progress against fundraising objectives is monitored and adjusted to maximise impact within the fixed-term role.

Donor Identification, Engagement & Stewardship

- A sustainable pipeline of prospective donors (individuals, foundations, trusts and corporate partners) is identified, prioritised and actively managed.
- Strong, trusted relationships are established and maintained with current and potential donors, resulting in increased engagement, confidence and long-term support for the Trust.
- Donor stewardship practices are in place, ensuring donors are appropriately informed, acknowledged and engaged based on their level of interest and contribution.

Stakeholder & Board Engagement

- Effective working relationships are maintained with the Board, Trustees and relevant Board sub-committee members to support fundraising priorities and governance requirements.
- Key external stakeholders (including MFAT, OMFA and the science community) are engaged in ways that strengthen credibility, visibility and fundraising opportunities for the Trust.
- Senior leaders across Antarctica New Zealand are supported to identify and contribute to donor and relationship-building opportunities.

Fundraising Events & Profile-Building

- Fundraising and donor engagement events (as appropriate) are designed and led to strengthen relationships, raise the profile of the Trust and support fundraising outcomes.
- Events are well-planned, aligned with organisational messaging, and deliver a positive experience for donors and stakeholders.

Fundraising Communications & Materials

- High-quality fundraising and donor collateral is developed in partnership with the Communications team, clearly articulating the Trust's vision, impact and funding priorities.
- Consistent, compelling messaging is used across donor engagements and events to reinforce trust, credibility and alignment with Antarctica New Zealand's brand.

Reporting, Systems & Administration

- A fit-for-purpose donor and fundraising database is established and maintained, providing accurate, timely information on donor activity and fundraising performance.
- Clear, meaningful reporting is provided to the Chief Executive, Board and relevant stakeholders on fundraising progress, outcomes and impact.
- Fundraising insights and success stories are captured and shared to demonstrate value and inform future strategy.
- Fundraising resources are effectively managed, with clear accountability for the budget, resulting in sound financial administration, monitored expenditure, and transparent reporting against agreed targets and forecasts.
- Trust administration systems are established and implemented in a way that builds trust, ensures reliability, and supports effective fundraising delivery.



Organisational Contribution & Compliance

- Fundraising activity is conducted in line with Antarctica New Zealand policies, values, health and safety, and information management requirements.
- Professional judgement, integrity and discretion are consistently demonstrated when representing Antarctica New Zealand and the Trust

Key Challenges

- Establishing a credible and focused philanthropic fundraising function for a Trust with a limited public profile, within the context of a Crown entity.
- Delivering meaningful fundraising progress within a fixed-term timeframe while laying foundations for longer-term sustainability.
- Navigating complex internal, governance and external stakeholder relationships while protecting Antarctica New Zealand’s reputation and values.

Expected Outcomes

- A clear, endorsed fundraising strategy is in place and actively delivering philanthropic support for the New Zealand Antarctic and Southern Ocean Trust.
- Priority donor relationships are established or strengthened, with a credible pipeline and appropriate stewardship practices in operation.
- Foundational systems, reporting and engagement practices are embedded, providing a sustainable platform for future fundraising activity.

Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Chief Executive • Senior Leadership Team • Antarctica New Zealand Board Chair and Members
External	<ul style="list-style-type: none"> • Donors and philanthropic supporters • Foundations and charitable trusts • Corporate partners and sponsors • Individual philanthropists / major donors • Consultants and advisors

Knowledge, Skills and Attributes

Capability area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • A relevant degree or diploma in fundraising, marketing, communications, public relations, or equivalent demonstrated experience.
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Demonstrated experience (typically 5+ years) in fundraising, philanthropy, or a closely related field. • Proven capability in developing and delivering major or strategic fundraising initiatives. • Experience managing fundraising income and expenditure, with a track record of delivering against agreed targets. • Strong written and verbal communication skills, with the ability to engage effectively with a wide range of stakeholders. • Highly developed relationship-building and networking skills, with the ability to work collaboratively across diverse and complex environments. • High standards of professionalism, integrity, and follow-through in managing commitments and stakeholder relationships.



	<ul style="list-style-type: none">• Understanding of, and commitment to, Tikanga Māori and Te Tiriti o Waitangi principles.
Judgement, Temperament and Influence	<ul style="list-style-type: none">• Demonstrates sound judgement and the ability to learn and adapt, including in complex or challenging situations.• Builds trust and credibility through effective interpersonal skills and self-awareness of impact on others.• Able to address issues constructively and persist to resolution.• Uses enquiry and influence to support understanding, alignment and change.• Capable of making and standing by difficult decisions where required

Role Authorisations

I confirm that this Role Description accurately describes the work of the Fundraising Manager:

Chief Executive

Date

I accept this Role Description accurately describes the work of the role for which I am accountable:

Fundraising Manager

Date