

Job description

Job Title	Fundraising Development Manager
Location	New Zealand, ideally Auckland – but negotiable
Contract Type	Fixed term contract, flexible hours may be negotiable
Date	To begin as soon as possible
Immediate Supervisor	General Manager (in New Zealand)

About

The Himalayan Trust was founded by New Zealand mountaineer Sir Ed Hillary in the 1960s. It was his way of saying thank you to the Nepali friends who helped make his many Himalayan expeditions possible.

The Himalayan Trust is a natural charity for all those who love Nepal and its people, or aspire for adventure in their lives. As it was for Hillary, so many people who visit the small mountainous nation have an exhilarating and life-changing experience – and come home wanting to give back to the people of Nepal.

The Himalayan Trust works with local partners to open up new opportunities for children in the Everest region through quality education. We provide safe water for communities, and healthcare for new babies and their mothers. Following the devastating earthquakes of 2015, the Himalayan Trust supported the rebuilding of 150 new classrooms in remote mountain villages – ensuring more than 7000 children could return to school. And we provide the opportunity for Kiwis to have their own adventure of a lifetime – to visit the remote mountain villages to see the difference their gift is making, or to take on physical challenges to raise funds for the Himalayan Trust.

Context

We are looking for a passionate and committed professional, with a strong service-focused background, to join our small team, to grow our fundraising success. This is an exciting opportunity for a fundraising specialist to become part of the iconic Himalayan Trust, the New Zealand not-for-profit founded by Hillary and still playing a vital role in Nepal.

The 2015 Nepal earthquakes had a huge impact on the scope and scale of the Himalayan Trust’s work. As a result, the Trust has been able to further grow awareness of the Himalayan Trust’s work and Hillary’s legacy, and to develop ongoing, reliable income streams to fund its work.

This year marks the 65th anniversary of the first summit of Everest, and the centenary of Hillary’s birth is next year. In order to take advantage of the opportunity these occasions provide, the Trust has created a new fundraising role to strengthen the small public engagement team – to significantly grow income in support of our work in Nepal.

Job purpose

The purpose of the role is to develop new income streams and grow the Himalayan Trusts' supporter base, with significant focus on the 2019 centenary celebrations to mark Sir Ed Hillary's birth. This is a new role created to further develop and enable the effective implementation of the Himalayan Trust fundraising strategy and to strengthen the work of our small Public Engagement team.

Reporting directly to the General Manager, the role is initially a two-year fixed term, with the possibility of extension. All current staff work remotely from home offices, mostly Auckland-based but regularly meet face-to-face, and it is expected that the same would apply to this role. The role is ideally suited to someone based in Auckland, but flexibility with location and hours is negotiable.

Job duties and responsibilities

Key responsibilities include:

- Developing and managing special fundraising projects, to mark Sir Ed Hillary's Centenary in 2019, including:
 - Managing various events, both of high and medium value;
 - Implementing the rollout of national fundraising campaigns;
- Systematically identifying, approaching and building close relationships with new high-worth donors and sourcing bequests;
- Systematically identifying, approaching and securing new corporate partners;
- Achieving income targets for new fundraising programmes, monitored against agreed return on investment ratios;
- Collaborating closely within the small team, ensuring the seamless delivery of the marketing, communications and fundraising strategy.

Other responsibilities may involve assistance with existing fundraising programmes including:

- Growing regular giving as a key focus amongst existing supporters;
- Developing targeted direct mail appeals for supporters;
- Further strengthening of peer-to-peer fundraising;
- Further development of charity treks and other adventure opportunities;
- Membership recruitment and activation.

Additional responsibilities include:

- Working with the team to review and revise current long-term strategies to raise income and engage the New Zealand public, in line with organisational objectives;
- Contributing to the development of the annual fundraising budget;
- Contributing to monthly, quarterly and annual reporting to board;
- Undertaking any other tasks that are in keeping with the scope of the role, as directed by the General Manager.

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- Developing targeted direct mail appeals for supporters;
- Further strengthening of peer-to-peer fundraising;
- Further development of charity treks and other adventure opportunities;
- Membership recruitment and activation.

Skills and experience

The Himalayan Trust is looking for a fundraising professional with a minimum 8 years' experience in the not-for-profit sector. You will need to be organized, accurate, with a confident, out-going personality and a collaborative approach to working.

You will also demonstrate the following:

- Previous experience of securing and managing corporate relationships will be essential;
- Previous experience of working on large fundraising campaigns;
- Previous involvement in creating high-value events.
- Ability to manage complex projects, workflow and budgets to maximum effect;
- Understanding and expertise in modern, multi-channel fundraising;
- A strong track record of performing against financial goals and targets;
- Positive and highly collaborative with proven success in building and maintaining exceptional stakeholder relationships, both internally and externally;
- An understanding of and expertise in customer service.

Personal Attributes:

- A self-starter, with the ability to work independently as well as collaboratively as part of a team;
- Ability to take initiative and responsibility;
- Outstanding communication, influencing and persuading skills;
- Strategic with high intellectual capability and the ability to think laterally;
- Consultative and open style with a 'no surprises' approach;
- Ability to deliver work on time and to a high standard, with a keen eye for detail;
- Ability to work under pressure and to meet tight deadlines;
- Highly effective interpersonal and relationship management skills;
- Flexible, adaptable and willing to take on a wide range of tasks;
- Commitment to Himalayan Trust's mission and values.

If you have energy and enthusiasm, excellent interpersonal and fundraising development skills, and enjoy working both independently and within a tight-knit team, then we want to hear from you.