**THE ROLE**

This is an opportunity to make your mark at an interesting and dynamic small charity. Neuroendocrine Cancer NZ works to further knowledge of this cancer, its cutting edge treatments, and support our community who are dealing with it. We may be small but we have been extraordinarily effective in improving healthcare.

You will be our first Fundraising Manager - up until now we have managed on good will. You will create a strategy, prioritise goals and then implement it. You are a thinker and a doer and you will be part of a team aiming to take our work to a new level. We have some big goals and we need an experienced and passionate person to help us achieve them.

The role is offered as a contract position for 20 hours per week at $90-100k per annum (pro rata) for up to two years.

**WHO WE ARE**

Neuroendocrine tumours (or NETs) are complex cancers that affect one New Zealander a day. Neuroendocrine Cancer NZ is the national charity supporting neuroendocrine (NETs) patients in Aotearoa New Zealand. We are a small charity with an outsize reputation.

Since our founding in 2013, we have helped build infrastructure for NETs patients almost from scratch. We have:

* fundraised for the nation’s state of the art diagnostic scanner for NET cancers
* secured government funding for patients to travel to Australia for NETs treatment
* advocated and helped set up the national PRRT service for NETs patients
* delivered accredited education about NETs to more than 900 NZ GPs

We are a small but passionate and dedicated charity with big ambitions to grow to help more people.

Increasing medical and scientific focus on NETs make this a fascinating area to be involved in.

Our mission is to grow knowledge and focus on NETs, and support our community. Above all we believe that with the right treatments and the right support, people with neuroendocrine cancer can live a full and fabulous life.

We are currently fundraising for a special legacy fund - dedicated to one of our founders who died recently - to spur research into NETs in New Zealand.

**JOB PURPOSE & REPORTING STRUCTURE:**

**Background**

This job is a first for us. You get to put your ideas in action.

We are looking for someone who can advise the charity on a strategy for the best ways to increase revenue - and then implement it.

The first stage of the job is to get to know the organisation, how we work and how we fundraise. At the end of that you would present a strategy to the CEO and Board on the best opportunities. This could cover regular giving, bequests, fundraising events, increasing donations. You would also advise on best software and donor care.

Once a plan is agreed, you would play the lead role in implementing it. You will also play a significant role in our fundraising for a special legacy fund to spur research into this condition in this country.

This is a chance to stamp your ideas on a small charity and help us achieve more and more for our patients and community.

**Reporting Structure**

This role would report to our Chief Executive Officer but would also advise the Board on fundraising strategy. You will work with other staff including nurses and events manager.

**Context**

Neuroendocrine Cancer NZ is a small but effective charity which has achieved significant strides off a small revenue base. We have helped bring treatments to New Zealand, lobbied effectively for new drugs and have a well-established system to help our patients and community through providing specialist nurses and running educational workshops.

But fundraising has been achieved up until now by a non-professional but passionate approach. Our goal is to professionalise our fundraising. We aim to set targets and then achieve them, to increase the work we can do.

This role is to take us to a different level.

**LIKELY DUTIES**

* Create an effective fundraising strategy to ensure growth for the organisation
* Once signed off by our Board and CEO, prioritise the steps to growth and set out to implement it. This strategy and action plan is likely to include a range of elements:
	+ Implementing a donor stewardship programme for all individual giving donors including one off, regular givers and bequestors.
	+ Respond to all supporter queries and requests in a friendly and efficient manner.
	+ Implement and manage a bequesting programme
* Build an effective relationship with donors
* Contribute to the development and implementation of our legacy fundraising drive
* Work with other staff to establish and run effective fundraising events
* Work with our CEO to ensure that donations are logged, processed and used effectively to maximise the impact of giving.
* Ensure supporter details and donations are accurately recorded in the database, providing administrative support when required.

 **QUALIFICATIONS/EXPERIENCE/QUALITIES:**

* Experience in establishing a fundraising strategy for a small charity
* Demonstrate experience in creating a road map of priorities and effecitveness in implementing a fundraising plan
* Excellent relationship and communication skills. Internally you will work closely with the CEO, externally working to have great relations with our donor base
* Good experience in project management
* Demonstrated ability to manage multiple activities at one time and to meet challenging deadlines.
* Digital skills – MS office, social media platforms, campaign monitor (or similar). A knowledge of SalesForce is preferred but not essential.

**ATTRIBUTES, SKILLS, KNOWLEDGE:**

* A strong understanding of the purpose and goals of Neuroendocrine Cancer NZ, and a willingness to learn about this uncommon cancer.
* Working with others, especially our Chief Executive Officer.
* Equally highly motivated with a ‘can-do’ attitude and ability to work independently
* You will be energised by the prospect of growing a small but effective charity
* Excellent relationship building skills
* Well organised and methodical with a strong attention to detail.
* Clear thinker and planner to establish a plan of action - then implement it.
* Discreet and trustworthy, ensuring confidentiality of member and donor information.
* A forward thinker and problem solver
* Willingness to make donor calls and interact with people

**WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS:**

* The role may require occasional travel within and outside of Auckland.
* Flexible contract conditions available following a successful trial period.
* Strong relations with our CEO, staff and Board
* This role is 0.5FTE, 20 hours a week

If you’re excited to be part of our small team making a big difference, send us your CV and a cover letter telling us why you're the perfect fit for this role. Apply via **seek.co.nz today.**