



Lions Clubs New Zealand

Kia Manaaki | We Serve

Job Title:	Multiple District Heads Up 4 Kids Project Manager	Job Category:	National
Reports To:	LCNZCT – Trust Chairperson	Duration of Role	Three Years
Location:	N/A	Travel Required:	No
LCNZCT Budget	As approved	Position Type:	Voluntary
Appointment Commencement Date:	1 July 2022	Appointment Expiry Date:	30 June 2025
Job Description			
<p>PRIMARY Objective To manage and develop the existing National fundraising project of Heads up for Kids “HU4K” coordinating with the Lions Clubs of MD202, the “Counting Den” in Naenae, Major Sponsors; Resene ColorShop, Aramex/Fastway Couriers, Flight Centre Travel Group, New World (Central North Island), Travel Money Store and various sponsors from time to time, thereby increasing levels of fundraising and youth grant opportunities.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>Program Management and Development Responsible for leading and coordinating the HU4k project along with management of all documentation.</p> <ol style="list-style-type: none"> 1. Drafting and submitting of project literature: proposals, budgets, reports, and recommendations. Grant application forms will be the responsibility of the Trustees with input from the Project manager. 2. Written report to LCNZCT in August, November, and April each year along with an annual summary report in April/May for the MD202 Convention/AGM booklet. 3. Ensuring various databases are maintained for: District Coordinators and the program sponsors. 4. Working with MD202 office when needing additional Heads Up for Kids resources. <p>Sponsorship & Promotion Maintain and develop sponsors and methods of promotion for the program to Lions Clubs members and the wider Business Community. This may include but is not limited to the following:</p> <ol style="list-style-type: none"> 1. Seeking sponsorship opportunities and support i.e., free advertising spaces and collection points. 2. Implementing promotion opportunities, such as Awareness Week and nomination programmes. <p>Communication Management of communication about the program and its development with the Lions Clubs of MD202 through District Coordinators the LCNZCT Chairperson and external stakeholders.</p> <ol style="list-style-type: none"> 1. Provide information for Between the Lions newsletter every 4 months (3 p.a.). 2. Respond to all web and 0800 enquiries and act as liaison with Lions to organise collections and sorting of currencies. 3. Implementing approved communication plans for public engagement and sponsor acknowledgment. 4. Management of the HU4K Facebook page. 5. Promote and keep sponsors and other external stakeholders informed through various means which may include by: email, phone, Lions Magazine, Lions Website and Social Media. <p>Grant Process Manage the grant application process up to the application submission to LCNZCT (via the MD Secretary) for its consideration.</p> <ol style="list-style-type: none"> 1. Provide grant application forms and relevant information as required including liaising with the local sponsoring Lions Club. 			

Document Owner:	Council of Governors
Authorised By:	Council 2021/2022
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Related Documents:	