Job Title:	Multiple District Fundraising Coordinator	Job Category:	National
Reports To:	Business Manager	Duration of Role	One Year
Location:	N/A	Travel Required:	No
MD Budget	Yes Rules of Audit apply	Position Type:	Voluntary
Date Posted:	Jul 2020	Post Expiry:	Jun 2023

Job Description

Role and Responsibilities
Research and complete applications for grants to assist with the running of Lions Clubs NZ programs.
Write applications and mail-shots, using direct mailing to reach a range of potential and current donors.
Research potential donors to gain insight into needs, beliefs and donation habits to understand how to position our organisation to them.
Assist in brainstorming and creating new methods to raise funds for Lions Clubs NZ.
Leverage technology and social media where possible to improve fundraising activities.
Maintain complete and orderly records of donors and manage regular donor communications.
Build upon existing donor relationships and form new donor relationships on a regular basis.
Increase funds by researching and targeting charitable trusts whose criteria match the charity's aims and activities

Qualifications for Role
Exemplary communication abilities
At least two years of fundraising experience
Experience in the NFP sector
Creativity, imagination and an entrepreneurial attitude towards fundraising
A proactive attitude, drive and enthusiasm to carry out projects to conclusion
The capability to work under pressure and meet deadlines
Great organisational and project management skills and attention to detail
Resilience, particularly when faced with setbacks
A willingness to carry out a range of administrative tasks.

Preferred Skills
The successful applicant will be an experienced fundraiser with a successful track record in increasing funds for a NFP provider. A broad understanding of our National and Local programs is an advantage but not essential as full training will be given.

Document Owner:	Council of Governors
Authorised By:	
Approval Date and Version #:	
Revision Date:	

Lions Clubs New Zealand
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