

## **JOB DESCRIPTION**

**Job Title:** Fundraising Coordinator/ or Fundraiser

**Location:** Variable

**Responsible to:** Our Seas Our Future Charitable Trust

**Functional relationships with:** OSOF Coordinators, Project Teams

**Role type:** Volunteer/Leadership

**Time requirements:** Variable ongoing (2 hours per week)

**Purpose Statement:** To raise money for the OSOF initiative by encouraging donations from individuals, groups and businesses.

## **PERSON SPECIFICATION**

**Qualifications:** Tertiary qualification/s in public relations, marketing, finance, business studies OR industry experience in successful fundraising.

**Experience:** Interest in New Zealand environmental conservation issues and environment, and demonstrated leadership and fundraising skills preferred.

### **Skills, Knowledge, Abilities, Personal Attributes, Behaviours, Competencies:**

- A passion for environmental conservation, and public relations
- The ability to work in a professional manner and prioritise workflows
- Able to use initiative and to work both independently and as part of a team
- Enjoy interacting with a diverse range of people
- Excellent communication and time management skills
- Excellent grammar and strong research skills
- Strong leadership skills
- The ability to problem solve and think creatively.

### **Key Accountabilities:**

#### **1. Fundraising**

- Organise fundraising activities such as sponsored or promotional events, raffles, house-to-house and street collections, and web-based fundraising initiatives.
- Utilise volunteers as required to help run fundraising activities in a timely and professional manner.
- Contact individuals, schools, universities, local authorities, shops and commercial organisations for sponsorship and donations.

- Increase funds by researching and targeting charitable trusts whose criteria match the OSOF aims and activities

**2. Research and apply for grants**

- Develop and write external grant proposals to persuasively communicate OSOF's mission and programmes to potential funders.
- Maintain a calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.

**3. Develop professional relationships with external contacts**

- Develop professional relationships with external contacts on behalf of OSOF to expand the OSOF network and resource base.

**4. Represent OSOF in a professional manner**

- Advocate for coastal and marine environmental awareness to a range of audiences within the local community and in the media, in line with OSOF objectives.
- Manage enquiries from the public and media in a timely and appropriate manner.

**5. Contribute to forward planning of OSOF campaigns and projects**

- Contribute and assist in developing fundraising ideas for future projects and implementing them on a regional or national level, including identifying and applying for grants.