**POSITION DESCRIPTION**

JOB TITLE: Regional Legacy Co-ordinator

LOCATION: Auckland

REPORTS TO: Relationship Fundraising Manager

CONTRACT TYPE: Fixed term contract (12 months), 20 hours per week

**About Save the Children**

Save the Children New Zealand (SCNZ) is a long-standing member of the leading international development and humanitarian organisation Save the Children Association, which supports child-focused operations in more than 120 countries around the world worth more than US$ 2 billion annually. SCNZ implements a portfolio of development projects across countries in Asia, South-East Asia, the Pacific, and New Zealand, and responds to humanitarian events world-wide.

SCNZ is a ‘child safe’ organisation. We will do all that we can to ensure that children and young people’s experience of our organisation is one that is free from any form of exploitation or abuse and that they feel respected and safe. Anyone representing our organisation is expected to adhere at all times (both in their private and professional lives) to the highest standards of behaviour towards children, young people and their families. This is clearly stated in a Code of Conduct and our Child Safeguarding Policy, and all employees agree to abide by these policies and sign a declaration stating such. If there are concerns regarding our own representatives, they will be investigated honestly and fairly with due regard to internal disciplinary procedures and national legal procedures.

SCNZ is a family-friendly organisation.

**Purpose of the role**

SCNZ has a well-developed Legacy programme with a significant pipeline of confirmed Legacy supporters and prospects. We wish to develop our Legacy programme even further with a part-time (20 hours a week) contract position based in Auckland, initially for a period of 12 months.

Reporting to the Relationship Fundraising Manager, the Regional Legacy Co-ordinator will cultivate Legacy prospects and steward Confirmed Legacy supporters through one-to-one contact (meetings and phone calls) and personalised written communications. They will also deliver cultivation and stewardship events, which will enable groups of supporters to learn more about Save the Children’s work and to understand how they can extend their support through gifts in their wills.

**Key areas of Responsibility:**

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| **TASK** | **KEY RESULT AREAS** |
| Cultivation & Stewardship | * Develop and implement a cultivation programme for Legacy prospects (identified through TM, DM & surveys), based on a programme of one-on-one visits * Steward existing Legacy supporters (members of the Eglantyne Jebb Society) through regular communications – personal visits, phone calls, event invitations and newsletters |
| Event management | * Plan and deliver events for supporters, both committed Legacy donors (members of the Eglantyne Jebb Society) and Legacy prospects |
| Communications | * Develop and maintain warm relationships with Legacy supporters and prospects, both in person and through written communications * Write compelling Legacy stories and profiles for SCNZ newsletters, website and social media * Promote Legacy giving to the wider population through presentations to community groups with older-age members |
| Reporting | * Maintain a record of all communications on the supporter database * Prepare progress reports for Fundraising Team and Board meetings |

**SCI Organisational Values:**

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| **SCI VALUES** | **SCI DEFINITIONS** | **DEMONSTRATED BEHAVIOURS** |
| **Accountability** | We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners, and most of all children | * Takes personal responsibility for key deliverables * Happy to admit mistakes, and learns from both mistakes and successes |
| **Ambition** | We of are demanding of ourselves and our colleagues, set high goals, and are committed to improving the quality of everything we do for children | * Sets clear goals and objectives that are ambitious in their nature * Is committed to continuous improvement in work efforts and activities * Proactively seeks relevant opportunities * Demonstrates personal drive and commitment |
| **Collaboration** | We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children | * Team player who works co-operatively with colleagues * Is fair and reasonable to others * Able to clearly understand organisational priorities * Identifies and maintains key stakeholder relationships effectively |
| **Creativity** | We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children | * Innovative in approach to their role * Embraces and supports organisational change |
| **Integrity** | We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children | * Acts with honesty and transparency in all dealings, maintaining an ethical approach to work * Behaviour in accordance with SCNZ and SCI good conduct guidelines |

## Delegated Authorities:

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| **AREA** | **DELEGATION** |
| **Financial** | * None |
| **Staffing** | * None |
| **Other** | * None |

## Person Specification:

**Essential**

* At least five years’ experience of Legacy fundraising
* Experience of building and maintaining personal relationships, especially with older individuals
* Excellent oral communications skills – ability to inspire and motivate individual supporters to leave a gift to SCNZ in their wills, and to speak about the work of Save the Children to wider audiences with confidence, clarity and passion
* Excellent written communication skills – ability to write warm and engaging letters to supporters and to write compelling Legacy articles for SCNZ publications
* Experience of planning and presenting engaging supporter events
* Relevant tertiary qualification (Fundraising/Marketing/Comms)
* Experience of using a donor database to record interactions with prospects and donors and to produce regular progress reports
* Excellent range of computer skills, including advanced knowledge of the Microsoft Office Suite
* Clean, current New Zealand driver’s licence
* New Zealand residency or a valid work visa

# **Desirable**

* Previous experience of working in the not for profit sector
* Understanding of development and humanitarian issues
* Self-motivated with a positive, can-do attitude
* Ability to work independently but also as an effective member of the Fundraising Team

**Work Environment**

* Save the Children does not have an Auckland office so this position will be conducted from a home base
* 20-hour week may be worked in a flexible way, in consultation with Line Manager
* Out of home base travel to meet with supporters is required, in own vehicle
* Occasional travel to the Wellington office will be required
* Some evening work may be needed, especially when daytime phone contact is not possible