****

## **Fundraising Administrator**

## **Permanent Role, 26 hours per week**

Save the Children New Zealand (SCNZ) is seeking an experienced Administrator to join our Fundraising team at Save the Children NZ based in our Wellington office, located in the central city.

**About the Role**

You will report to our Donor Development Manager, and as our Fundraising Administrator you will put your administration skills to good use. Some of the key activities in this role are responding to supporter queries which come via email, actioning of daily data returns into our database, coordinating the sending receipts and virtual gifts, securing meeting appointments for supporters and prospects, assisting with event arrangements, running mail merges and assisting with general office tasks for the wider team.

**About You**

You are a professional, supportive and proactive administrator who takes initiative. You take pride in doing a great job and are detailed oriented. You like to organise things and can more between tasks and priorities with ease.

You enjoy working in a collaborative and supportive team and are great at communicating. You have very high standards when it comes to customer service, and as the first point of contact for incoming queries, you know that making a good first impression really does count. You want to work where you are valued and respected and get recognised for doing a great job – and having integrity and being trustworthy goes without saying.

If this sounds like you, we think you’ll love being part of our team.

The skills and experience you bring:

* At least two years’ experience in an administration role where you have demonstrated your excellent customer service skills.
* Able to expertly use a range of office tools, particularly Outlook, Word and Excel. Database and/or data entry experience would be an advantage.
* Are excellent at planning, organising and prioritising work and have very high standards when it comes to accuracy and attention to detail.
* Are a quick learner, who is proactive and great at taking initiative as well as being someone who is willing to lend a hand where needed.

**About Save the Children**

We know that great people make a great organisation, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

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 always expected to adhere (both in their private and professional lives) to the highest standards of behaviour towards children, young people and their families.

**Our Recruitment Process**

All applications will be acknowledged. After the closing date, we will contact shortlisted candidates to set up an initial phone interview, followed up a formal in-person interview which will be conducted by a panel of SCNZ employees who will ask a series experience verification, behavioural and competency questions. Following the formal interview, our preferred candidate will be invited for an informal coffee to meet some of our key team members.

**How to Apply**

Applications should include a covering letter and resume and should be submitted by close of business on **Tuesday 27 July 2021.** A copy of the position description is available on request by emailing leanne.brooks@scnz.org.nz