

## Job Description: Fundraising Manager

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### POSITION DETAILS

<b>Title</b>	Fundraising Manager
<b>Reports to</b>	Chief Executive
<b>Location</b>	Own home office
<b>Role Type</b>	Part-time position
<b>Contract Period</b>	3 February 2025 – 19 December 2025

### BACKGROUND

The New Zealand Choral Federation Inc (NZCF) is a non-profit, incorporated organisation. Its central purpose is to promote the performance, creation and enjoyment of choral music in Aotearoa, New Zealand. Formed in 1985, the Federation now represents the interests of over 20,000 members drawn from individual memberships and more than 500 chamber, community, church, school and special interest choirs. Membership of NZCF is grouped in ten regions that cover the whole country from far north to deep south and includes the majority of New Zealand’s choirs and choral practitioners.

The NZCF Governance Board currently employs three full-time and two part-time staff, including a Chief Executive, Events Manager, Finance & Membership Manager, Development Manager and Communications Administrator. This new position will replace the Development Manager role and will be supported by the Communications Administrator during busy periods.

### MISSION

NZCF’s vision is “New Zealand as a singing nation”. NZCF aims to foster participation in choral singing and to increase its quality by:

- providing a structure for choral professionals to improve their own skills and assist others
- working with choirs and other arts organisations to stimulate excellence and achievement
- producing a range of events and educational opportunities designed to meet the needs of diverse choral groups of all types and ages
- encouraging the next generation of singers by being active in schools
- identifying the next generation of choral conductors and providing opportunities for training
- helping New Zealand choral composers to have their music performed here and overseas
- offering member choirs access to skilled clinicians and national/international events

## **PURPOSE OF POSITION**

The Fundraising Manager position is both a strategic and operational position that will play a vital role in the growth and sustainability of NZCF by leading the organisation's fundraising, membership development and sponsorship efforts.

The Fundraising Manager will be responsible for enhancing connections between NZCF and its funders, will work cooperatively and productively with the NZCF team, and will bring their own skills, experience and connections to the role.

## **KEY RELATIONSHIPS**

This position will report to the Chief Executive (CE), Christine Argyle and will be supported by the Communications Administrator. The role will liaise closely with the NZCF Events Manager and Finance & Membership Manager, and will engage with Regional Events Managers as necessary.

## **HOURS OF WORK**

This is a part time role of 20 hours per week, to be largely worked within standard office hours. However, occasional evening or weekend work may be required where meetings and events are scheduled outside of office hours.

## **RESPONSIBILITIES**

As the Fundraising Manager you will...

- manage and expand NZCF's programme of community grants applications
- develop new strategies to grow NZCF's membership
- manage and maintain relationships with existing partners and stakeholders, ensuring a strong connection with NZCF is maintained
- identify and develop partnerships with new commercial sponsors
- build and nurture relationships with philanthropic donors and develop a culture of giving within NZCF
- contribute to NZCF's brand and marketing capabilities, identifying opportunities to bring NZCF's work to life through compelling storytelling

## **ATTRIBUTES AND EXPERIENCE**

We are looking for skills, knowledge and experience in the following areas:

- a successful track record in fundraising, revenue generation and/or partnerships
- excellent written and oral communication skills, with strong marketing instincts
- exceptional interpersonal skills, with experience in stakeholder and relationship management
- excellent time management and attention to detail
- critical, strategic and creative thinker
- a strong team player with the ability to work autonomously
- a willingness to contribute as a member of a small, dispersed team
- experience in the arts sector and/or experience working with a member organisation