

Job Description

Job Title:	Development Manager	
Location:	Wellington	
Team:	Marketing, Communications and Fundraising	
Reporting Lines:	Report to:	Marketing & Communications Manager/Director
	Management of:	None
	Internal Relationships:	New Zealand School of Dance: Director, Administrative team, Marketing & Fundraising team, Artistic and dance teams, NZSD boards Other key relationships: Te Whaea Services, Toi Whakaari: New Zealand Drama School
	External Relationships:	Dance industry, arts community, embassies, funding bodies, supporters network of the School
Hours:	0.75 FTE (30 hours per week)	
Position Objective:	The Development Manager role is to manage and develop a portfolio of sustainable long term funding sources for the New Zealand School of Dance (NZSD) and to oversee the implementation of the Fundraising and Development Strategy.	
Key Responsibilities:	<p><u>Individual Giving</u></p> <ul style="list-style-type: none"> • Develop and implement donor cultivation, solicitation and stewardship strategies • Manage and build NZSD's individual giving programmes • Proactively seek and facilitate relationships with donors to grow scholarships and bequests • Run fundraising appeals such as direct mail and peer-to-peer • Provide stewardship through donor newsletters, events for Supporters, surveys, etc. • Create strong collateral including appeal letters, videos and donation leaflets <p><u>Funding Applications</u></p> <ul style="list-style-type: none"> • Strategically plan funding approaches to ensure annual fundraising targets are met • Develop case for support for grant applications to trusts, foundations, embassies, high commissions and other grant providers • Identify appropriate / new funding opportunities • Engage and acknowledge funding bodies, including fulfilling funders' reporting requirements <p><u>NZSD Foundation</u></p> <ul style="list-style-type: none"> • Maintain relationships with all Foundation Patrons • Develop programme of regular giving through Patrons programme 	

	<ul style="list-style-type: none"> • Host two NZSD Foundation events annually for Foundation Board and Patrons • Collate NZSD Foundation Board reports • Work closely with Marketing for positioning opportunities <p><u>Sponsorship</u></p> <ul style="list-style-type: none"> • Develop and manage sponsorship partnerships that align with the vision and strategic direction of the School • Develop sponsorship materials and proposals • Work with sponsors and Marketing & Communications Manager to create leveraging opportunities <p><u>Events</u></p> <ul style="list-style-type: none"> • Manage and host events for donors, funders and sponsors • Host front of house at NZSD events as required • Promote and coordinate opportunities to engage with donors, sponsors and funders at NZSD performances • Run larger-scale fundraising events where appropriate in line with the strategic plans • Deliver donor events in Auckland and Christchurch; regional initiatives to grow the School's profile and donor base <p><u>Scholarships</u></p> <ul style="list-style-type: none"> • Provide regular communications to scholarship providers, updates on their recipient and opportunities for them to meet • Work with the Scholarship Committee to manage the scholarship process <p><u>Other Duties</u></p> <ul style="list-style-type: none"> • Update the fundraising strategy in collaboration with management, in line with NZSD's Strategic Plan • Maintain and build relationships with embassies and other funding organisations through hosting them at NZSD and by attending external events • Keep accurate and up to date profiles of individuals and organisations who give to the School • Record, monitor and report on financial targets • Prepare reports for Board and management • Provide copy for online fundraising and printed material
Core Competencies:	<ul style="list-style-type: none"> ▪ Ability to prioritise and manage multiple activities ▪ Exceptional communication skills (both written and verbal), interpersonal and organisation skills ▪ Ability to share passion and knowledge of the School with stakeholders ▪ Energetic and collaborative team player who can influence others and overcome challenges with a positive attitude ▪ Excellent attention to detail and time management skills ▪ Ability to manage and sustain relationships, both internally and externally ▪ Maintain a high standard of professional ethics and recognise this as a position of trust, particularly with students and donors
New Zealand School of Dance values:	<ul style="list-style-type: none"> ▪ Genuine care for the well-being of the School ▪ Strong work ethic ▪ Ability to be proactive and reactive ▪ The ability to bring fresh ideas and energy to the role
Experience/Qualifications:	<ul style="list-style-type: none"> ▪ Minimum two years' experience in a fundraising role or fundraising projects ▪ Proven track record of successful grant applications ▪ Outstanding people skills and exceptional organisation skills ▪ Experience working with CRMs