



# Job Description: Fundraising and Finance Coordinator

*Whakaaturanga o te Kaiwhakahaere pūtea*

**April 2023**

OutLine is a national service that helps Rainbow people access support, information and a sense of community. OutLine is a registered charity which has been operating since the early 1970s. It currently provides a free national peer support phone line and web chat support service, a peer support service for trans and non-binary people in Auckland, and specialist face-to-face and videoconferencing counselling for rainbow people across Aotearoa.

## **The Role**

Job Title: Fundraising and Finance Coordinator

Reporting to: Chief Executive

Location: Auckland

Salary: \$60,000–66,000

Hours: 40/week. Flexible hours, with some expectation of work outside of normal office hours (e.g. weeknights and weekends)

As the Fundraising and Finance Coordinator for OutLine, you will be a core to our financial viability today and for the future, as well as enabling the work of our people through monetary resources. You will be making sure that our books are in top notch shape and thinking of new revenue streams.

The key areas of responsibility are:

1. Funding applications and accountabilities
2. Developing donation and fundraising income
3. Relationship management with donors, funders and partners
4. Maintaining the organisation's finances
5. Reporting

As a part of the wider OutLine team, you may also be asked to do other tasks from time to time, by agreement.

The outcome of your role will be to support the growth and expansion of OutLine as the best national source for Rainbow information and provider of quality services.



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### Responsibilities

1. Funding applications and accountabilities
  - Maintain an annual calendar of funding opportunities
  - Submit funding applications to a high quality, well before deadline
  - Track application statuses and outcomes
  - Work with OutLine personnel to understand upcoming projects and other opportunities for which to seek funding
  - Seek out new opportunities for funding applications, or other funding sources
  - Work with OutLine personnel to capture data throughout operations and projects, for the purposes of completing accountabilities
  - Complete accountabilities to a high standard and before deadline
  
2. Develop donation and fundraising income
  - Construct and deliver a plan for developing donation and fundraising initiatives.
  - Identify and manage current donation and fundraising avenues and further develop and grow these existing initiatives where possible
  - Identify and seek out new corporate and community fundraising partnerships in order to grow overall revenue.
  - Work with Communications Coordinator to develop, design and deploy campaigns to encourage donations and external fundraising initiatives.
  
3. Relationship management with donors, funders and partners
  - Construct and deliver a strategy for developing and managing positive relationships with existing and future donors, funders and partners.
  - Identify, maintain and engage with existing regular donors, funders and partners
  - Construct and deliver a strategy for attracting new regular donors, funders and partners
  - Engage and liaise with our partners and key stakeholders both proactively and reactively regarding OutLine activities
  - Work with the Communications Coordinator to ensure appropriate recognition of partners, including but not limited to print resources, our website and social media.
  - Coordinate an annual event to recognise support from donors, funders and partners.
  
4. Maintaining the organisation's finances
  - Regularly reconcile accounts in Xero
  - Ensure appropriate receipts/invoices are attached as needed
  - Process weekly payment runs for reimbursements, invoices and other payments



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- Oversee automatic payments or direct debits, ensuring there is sufficient funds for them to be taken successfully
- Provide receipts to those who have donated or otherwise given money to OutLine
- Issue invoices on behalf of OutLine as required

### 5. Reporting

- Prepare a monthly report for the Chief Executive
- Attend staff meetings
- Attend fortnightly 1:1 meetings with the Chief Executive
- Answer your OutLine email account at least every second business day

### Required skills

- An understanding of OutLine's kaupapa and objectives.
- Excellent persuasive written communication skills.
- Ability to understand the overall structure and direction of OutLine.
- Commitment to the principles of Te Tiriti o Waitangi and tikanga Māori.
- Ability to relate to individuals in a professional, yet friendly and relaxed manner.
- Ability to work well in a team.
- Strong skills in time management and self-motivation.
- Enthusiasm to learn and grow as the role develops and grows.
- Good initiative
- Strong computer literacy

### Preferred skills

- Grant writing experience
- Previous experience with Xero
- Comfort with numbers