



## POSITION DESCRIPTION

**Role Title:** Partnership & Philanthropy Specialist

**Location:** Flexible working with at least 1 day per week in Auckland CBD Office

**Reporting to:** Executive Officer

**Salary:** \$45,000 - \$55,000 pro rata

**Contract Type:** Permanent, Part-time (24 hours)

### About Gut Cancer Foundation:

Through leading research and innovation, raising awareness and providing education, Gut Cancer Foundation have made it our mission to improve and save the lives of all New Zealanders affected by gut cancers.

Every year, over 6100 New Zealanders are diagnosed with a cancer of the digestive system. That's 17 Kiwis every day. Chances are, most of us will know someone affected by a gut cancer in some way. And, with some of the lowest survival rates of any cancers in New Zealand, it has never been more important for us to understand and tackle this significant challenge faced by so many of our loved ones.

All of our work is underpinned with a commitment to achieving equitable access and outcomes for all New Zealanders. We are committed to improving outcomes for Māori, Pasifika and minorities affected by gut cancer, to ensure our mission is one that delivers for all New Zealanders. Gut Cancer Foundation's strategic priorities are:

- Developing comprehensive resources and deliver services for patients and whānau that will help address a lack of information for these most prevalent cancers, particularly those of the upper digestive system.
- Funding innovative research to help find better ways to detect, diagnose and treat these cancers to improve outcomes, particularly the unacceptable survival rates.
- Be the voice for all cancers of the digestive system, raising up the issues that have for too long been silent and forgotten, will help address the drastic lack of funding and awareness currently.
- Achieving equitable outcomes for all New Zealanders and a particular focus on improving outcomes for Māori and other minority groups will help address the disproportionate impact and inequitable outcomes currently experienced.



## **Job Summary:**

This role is an exciting opportunity to join a friendly, dynamic, and quickly growing team that prides itself on creating a supportive and flexible work environment. Reporting to the Executive Officer, this role will play an integral role in the rapid expansion of this national charitable organisation.

As Partnerships and Philanthropy Specialist, you'll lead the development and stewardship of GCF's high-value supporters—including corporate partners, major donors, and community fundraising partners. You'll play a pivotal role in increasing revenue, nurturing long-term relationships, and creating meaningful engagement opportunities that align with GCF's strategic goals.

This is a hands-on role that combines relationship-building, donor cultivation, strategic planning, and proposal development. You'll work closely with the Executive Officer, Digital Marketing Specialist, and key external stakeholders to drive sustainable growth in fundraising income.

A highly skilled communicator and relationship builder, you will ensure excellent stewardship of existing partners and donors, as well as acquiring and engaging new. You will create and implement plans to retain and grow existing partnerships and develop new relationships using engagement opportunities within the community and events strategy & GCF's health and wellbeing partnerships. Working proactively to generate new business leads to secure valuable partnerships for our charity, you will develop new innovative, mutually beneficial, relationships and agreements.

The role offers an exciting opportunity for the right candidate to build and mould the position in their image, contributing to play a key role in delivering GCF's strategic and operational objectives.

## **KEY JOB RESPONSIBILITIES**

In collaboration with the Executive Officer, develop and execute a Partnership & Philanthropy Fundraising strategy in line with the organisation's goals:

- Develop and maintain bespoke retention and stewardship plans that encourage engagement and growth from Major Donors and Corporates Partners
- Actively work to acquire and solicit support from Corporates and Major Donors
- Increase the annual income and number of supporters from Major Donor, Mid-Value Donors, and Corporate Partnerships.
- Drive the development and implementation of the new Corporate Partnerships programme to meet agreed income and productivity targets.
- Develop compelling proposals for donors/ partners and prospects providing tailored information including GCF's mission and fundraising priorities detailing how these align with the prospect's own values and areas of interest.
- Ensure donors are retained by providing acknowledgement and regular communications on their impact (foremost, in person contact (face-to-face meetings/zoom/phone calls), with written communications to support in-person contact)



- Ensure all fundraising activities undertaken are delivered within budget and with an aim to increase ROI annually.
- Maximise income and retention corporate participation in the Give It Up for Gut Cancer Campaign.
- Manage existing community fundraising partnerships including the PC Events and Ferrari Owners Club of New Zealand relationships.
- Ensure the meticulous recording of all data relating to community fundraising on our CRM system and filing systems.
- To produce management reports for the EO and GCF board.
- To work within legal and charity guidelines.
- To undertake any other duties, which may be reasonably required.
- To work outside of office hours and travel when required. Time in lieu is available for out-of-hours work.
- Adhere to GCF policies and procedures and ensure fundraising events are aligned with GCF's health promotion goals.

## **PERSON SPECIFICATION**

### **Work Experience**

- 3+ years' experience delivering corporate partnership and/or mid-high value fundraising programmes.
- Proven experience of developing successful fundraising propositions and of stewarding prospects.
- Proven experience of successfully communicating the case for support; in person, in writing and through presentations
- Demonstrable evidence of income growth through insight driven innovation.
- Demonstrable evidence of achieving income targets in corporate partnership and/or mid-high value fundraising.
- Demonstrable experience in building, retaining and stewarding donors.
- Built strong and effective relationships with donors, peers, stakeholders, suppliers at all levels, building genuine relationships to longevity of engagement with the cause.
- Managed the development of inspiring and effective fundraising communications and campaigns.

### **Skills & Attributes**

- A strategic thinker, with the ability to understand motivations for giving and to raise funds.
- Proven people and relationship management skills.
- Experience growing professional relationships and engaging authentically with a wide variety of people.
- Ability to manage, priorities and plan resources against a portfolio of projects.
- Excellent project management skills.
- Strong team player with the ability to work independently.
- Ability to apply financial acumen to assess, prioritise and manage work.
- Up to date knowledge of charity and fundraising regulation.
- Knowledge of CRM databases.
- Knowledge of peer-to-peer platforms.



- Competent in use of Microsoft 365 & Office Suite.
- Ability to be flexible and travel on occasion.