



VACANCY | Funding & Donor Engagement Lead

[Alpha New Zealand](#) is a Christian charity that primarily promotes the use of the Alpha course, a 10-week introduction to the Christian faith. It started in the UK at [Holy Trinity Brompton](#). Alpha is an easy way for Christians to invite their friends to a non-threatening discussion of life, faith and meaning. The Alpha Ministry has expanded over the years to include courses on marriage, parenting and prayer. We aim to serve the church in its mission to see the world transformed through the power of Jesus.

Job Purpose

The lead will help develop compelling and persuasive communication for direct mail, telemarketing, donor programmes and events. Working closely with the National Director and the Communications & Digital Coordinator, they will oversee and lead the planning and execution of strategic fundraising and donor initiatives. They will assess Alpha NZ's goals and provide input to increase support for Alpha's mission.

Role & Responsibilities

- Support the development and distribution of fundraising communications alongside the Communications and Digital Coordinator
- Work with the National Director to research, coordinate and write grants
- Manage development and implementation of fundraising activities, events, and campaigns
- Work with the Management Team to develop and maintain donor and partner relationships
- Maintain and update fundraising and donor management platforms and databases
- Attend meetings and events on behalf of the organisation to raise its profile
- Ensure all decisions and activities link to the fulfillment of Alpha's vision
- Attend Alpha NZ team meetings, team retreats and training sessions, and work with the team when hosting events
- Attend allocated Alpha International and Alpha Asia Pacific meetings and provide feedback to the team and management
- Achieve targets related to project funding and operational financial needs

Preferred Skills

- Experience of and passion for Alpha, and understanding of non-profit organisations
- Ability to engage and build relationships at all levels; strong interpersonal skills
- Good presentation and facilitation skills, online and in person
- Experience speaking to a variety of audiences
- Skilled storyteller and editor
- Flexible and adaptable with a positive attitude
- Ability to work independently as well as in a team
- Be a passionate change maker
- Knowledge of donor management databases and platforms including Salesforce and eTapestry
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Exceptional organisational and time management skills
- Proven track record of successful fundraising

Qualifications and Education Requirements

- Mature Christian with active church involvement
- College, university or informal education
- Minimum 4 years' experience in operations and team management

**Job Requirements**

- Reports to the National Director
- Headquarters are in Penrose, Auckland
- Contracted hours of 30 hrs per week (Monday to Thursday, 9am – 4:30pm)
- Occasional evening and weekend work
- National and regional travel might be required
- Manager will conduct performance reviews twice a year

Benefits

- Wage
- Contribution towards mobile expense
- 4% employer contribution to KiwiSaver
- Annual leave
- Three-year agreement, which may or may not be renewed 2 months prior to initial employment anniversary date.

Tools Provided:

- Travel expenses
- Laptop

Apply to the National Director, Zelda Robertson