



VACANCY | Events & Fundraising Coordinator

Alpha New Zealand is a Christian charity that primarily promotes the use of the Alpha course, a 10-week introduction to the Christian faith. 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 Events & Fundraising Coordinator requires someone with a high level of day-to-day initiative as well as the ability to manage multiple projects and responsibility – often at the same time.

Your main focus will be to plan, create and/or manage multiple events locally, nationally and internationally, with events often happening simultaneously. The role requires someone with strong attention to detail as well as a creative flair and great time management.

In addition, your strong people skills will be used to grow our donor base through personal connection with current faithful supporters, and looking for new opportunities that bring in new donors – often as part of your role coordinating Alpha event opportunities.

The successful applicant will also give general administration support to the team as directed by their manager and be a pivotal part of helping support the mission of Alpha.

Role & Responsibilities

Events, trainings & functions:

- Ensure effective planning and management of Alpha NZ, Alpha International (AI) and Alpha Asia Pacific (AAP) events. Assist and/or control all aspects of event planning and running functions.
- Ensure ministry events that Alpha is invited to are staffed and professionally represented to the highest standard. The successful applicant will be expected to travel nationally for these events if no one local is available.
- Post event feedback and protocols to be conducted, communicated, and documented.
- Create and manage an estimated budget per event, training session, function, and retreat.
- Manage all events through Campaigns in Salesforce.
- Grow a team of volunteers who will be able to professionally represent Alpha at events.
- Manage and update the “working event calendar.” Once quarterly cycles are confirmed, these events are then to be communicated and entered into the calendar of relevant team members.



Fundraising:

- Maintain professional relationships with current donor base, ensuring they are connected with and cared for at various times throughout each year.
- Grow the donor base of Alpha NZ through one-on-one connections and/or by finding ways of attracting donors to the work of Alpha NZ. More specific targets will be discussed and agreed upon with the successful candidate.
- Find and develop opportunities that will help in attracting new donors, as directed by management staff.
- Depending on skillsets, the ability to effectively present information through public speaking opportunities will be useful but not necessary.

Administration:

- Various administrative duties will be a requirement. While not the main function, these duties will include (but are not limited to): Answer phone queries, updating of databases, responding to email inquiries, taking care of visitors to our office, providing cover for the other administration staff when they are on any form of leave.

Qualifications and Skills

- Experienced in planning and executing a range of small and large scale events.
- Good time management and organisational skills are required.
- Flexible and adaptable with a positive attitude.
- Strong attention to detail.
- Fantastic people skills and the ability to relate to people from various age groups and cultures is essential.
- No direct reports but experience and ability to lead voluntary teams will be a huge advantage.
- Experience in office administration or office management an advantage.
- Ability to bring new ideas and a creative flair to your work.
- Experience with Salesforce or similar CRM advantageous.
- An understanding and experience of Alpha is useful but not essential.

Job Requirements

- Reports to the Church Engagement & Youth Development Manager
- Place of work: Penrose, Auckland
- Hours: Monday to Friday, 9am – 4.30pm (37.5 hours per week)
- National travel will be required
- Evening and weekend work will be required
- The successful applicant will be expected to work from the Auckland office and step in to cover a range of administrative duties as directed.
- Three-year agreement, which may or may not be renewed 2 months prior to initial employment anniversary date
- Part time employment will be considered depending on circumstances.

Benefits

- Contribution towards mobile expense
- Free parking
- Work related Travel costs covered



- 4% employer contribution to KiwiSaver
- Laptop provided
- Fun, friendly team environment with some flexible working options.

This role offers an exciting, fast paced mixture of differing tasks and has huge scope to pivot and develop.

If this sounds like you, apply via email to Matt Gould, Church Engagement & Youth Development Manager: matt@alpha.org.nz