



## Business Development and Funding Co-ordinator

### Compassion Trust

Compassion Trust is a charitable trust providing financial capability services based at Grace Vineyard Church in New Brighton, Christchurch.

We are a group of professional staff and volunteers who are passionate about empowering our community to prosper. We offer a free confidential financial mentoring service to families and individuals who are struggling with any financial issues. We also provide community gatherings and initiatives to support the lonely, isolated and vulnerable in our community.

### The Role

**Part time, 1 year fixed term.**

**15 hours per week (some flexibility within business hours Monday to Friday)**

We are seeking a Business Development and Funding Coordinator to assist us with revenue generation through building relationships and securing financial support from a wide range of avenues.

Responsibilities include

- Manage the development and submission of grant applications, and provide accountability and impact reports, to help grow our financial base.
- To establish a system of recording all funding applications and approaches to organisations for work/ funding opportunities.
- To ensure all funders are kept up to date via email, newsletter or face to face of the work that we are able to do thanks to their support.
- To seek out and identify new relationships with organisations to partner with and to provide funding for our services.
- To look into new opportunities with businesses, educators, industry and government agencies to provide courses suitable to them and their staff on Money Management as part of their PD programme and develop these relationships so we can become their preferred provider within the financial capability sector.

## About You

We are looking for a passionate and organised person who will excel in a team environment. You will have:

- Experience working in a relevant fundraising and/or business development capacity. Experience within a NGO preferred.
- Well-developed IT skills especially in a Microsoft Office environment
- Be a professional, and enthusiastic communicator with excellent presentation skills able to showcase the work Compassion Trust does.
- Have the ability to form meaningful relationships with donors and create unique connections between supporters and the work they fund
- Have a passion to see our community prosper and families empowered through financial capability skills.
- The right to live and work in New Zealand

Applicants must be able to work within our Christian *kaupapa*.

## The Benefits

- An opportunity to make a difference in the community
- A supportive, fun and friendly team environment
- Excellent flexible working conditions
- Working from an office close to the beach for lunch time walks (and plenty of free on street parking)
- Up to date IT systems

## To Apply

Contact Anne at [anne.addei@compassiontrust.org.nz](mailto:anne.addei@compassiontrust.org.nz) for further information, a full role description and/or an application pack.

To find out more about Compassion Trust, visit our website at [www.compassiontrust.org.nz](http://www.compassiontrust.org.nz)