



Position Title:	Head of Philanthropy
Type:	Contract or FTE (FTE 0.5 to 1.0) <i>PNZ welcomes interest and application from individuals seeking to engage on either an employed or contract basis, with a minimum Full Time Equivalent commitment of 0.5 (20 hours per week), up to 1.0 (40 hours per week).</i>
Reports to:	Chief Executive Officer and Secretary General
Direct reports:	To be agreed as Programme is defined and resource requirements identified The role will also liaise with appointed agencies as required.
Location:	Auckland, New Zealand (<i>an element of remote working will be considered</i>)

ABOUT PARALYMPICS NEW ZEALAND (PNZ)

For nearly 60 years, Paralympics New Zealand has championed Para sport in New Zealand. Our legacy of athletic performance at summer and winter Paralympic Games is not only world beating, but more importantly life changing.

We believe we can contribute to a transformed Aotearoa New Zealand which is truly inclusive, where Para athletes have the opportunity to participate at all levels of sport and are equally recognised for their successes.

We work together with our members and our partners to ensure equitable opportunities for Para athletes. Our core roles are to provide strategic leadership through collaborative partnerships to strengthen and grow the Para sport in Aotearoa New Zealand, and to lead the NZ Paralympic Team to the Paralympic Games.

As the National Paralympic Committee for New Zealand, we support the international Paralympic Movement in recognising the value and power of Para sport and see our purpose as transforming lives through Para sport in Aotearoa New Zealand.

PNZ has strong values that underpin everything we do – leadership, excellence, and advocacy.

PNZ is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all members of the Team. We believe that a diverse Team brings a variety of perspectives and ideas, fostering innovation and creativity. We welcome candidates from all backgrounds and abilities to apply and join us in making PNZ great.

We are committed to working with people who value the same things as us, as such, applicants with a lived experience of disability are encouraged to apply.

As part of the recruitment process if there is anything we can do to make things easier or more comfortable for you as a candidate please let us know.

POSITION PURPOSE

The Head of Philanthropy is primarily responsible for providing executive level organisational leadership, with focus on strategy and mission impact for PNZ's Philanthropy function. The role will work closely with key external partners and stakeholders, including responsibility for the maintenance and growth of PNZ's donor and supporter funding streams.

As a member of the PNZ Senior Leadership Team (SLT), the Head of Philanthropy also contributes to organisation-wide leadership and strategic direction, supporting key initiatives and deliverables, including leveraging the profile of the NZ Paralympic Team, and the platform created by the Paralympic Games and Paralympic Movement in Aotearoa New Zealand.

KEY RELATIONSHIPS

The Head of Philanthropy is expected to build and maintain positive and collaborative working relationships with a broad range of individuals. Key stakeholders include, but are not limited to:

Internal	External
<ul style="list-style-type: none">• CEO and Secretary General• Senior Leadership Team• PNZ Employees• PNZ Contractors• PNZ Board and Committee Members• PNZ Athletes' Council	<ul style="list-style-type: none">• Donors• Commercial Partners and Suppliers• Grant and Trust Funding Partners• International Paralympic Committee• National Paralympic Committees• Sport New Zealand• Broadcast and Media Partners• Paralympians and Para athletes• National Sports Organisations• Regional Disability Sports Organisations• New Zealand Olympic Committee

MAIN RESPONSIBILITIES

1. Strategic Leadership

- Actively contribute to the PNZ SLT, providing strategic advice to Chief Executive Officer, and senior support for organisation wide programmes and activities.
- Lead the development of the annual Philanthropy roadmap, and annual plan, contributing to the overall PNZ Organisational roadmap, and in line with key outcomes of the PNZ Statement of Strategic Direction.
- Provide leadership to Team members (where identified), including setting annual performance plan, KPIs, and supporting professional development, with a culture of learning and continuous improvement.
- Direct budget accountability for Philanthropy revenue and expenditure, including preparation and maintenance of budgets and associated resources, as part of the overall PNZ approved annual budget.
- Liaise closely with the CEO and SLT to ensure alignment of Philanthropy department priorities.
- The role also regularly prepares reports and presents to the PNZ Board / SLT on all aspects of Philanthropy.

2. Philanthropy Strategy and Implementation

- Create and develop the overarching PNZ Philanthropy Strategy, in line with PNZs vision, values and strategic direction, ensuring all targets are reached.
- Develop and implement delivery of an annual PNZ Philanthropy programme of activity, which enables sustained growth to be achieved, whilst leveraging wider fundraising and other funding methods.
- Ensure agreed Philanthropy revenue, cost, ROI and other effectiveness and efficiency targets are achieved.
- Directly manage PNZ philanthropic relationships with all secured and prospective donors and partners.
- Research potential growth in all donor income streams and communication channels.
- Ensure donor stream diversity is managed to maximise sustainable revenue and minimise over-reliance on individual streams.
- Capture all obligations in an appropriate plan, whilst exploring opportunities for added value that enhance donor experience and support.
- Ensure annual donor engagement and journey plans covering acquisition, cultivation and retention of donors are developed, executed and achieved.
- Lead delivery of donor obligations, servicing relationships, and reporting, ensuring integration across wider organisational programmes and activities linking to donors and philanthropic initiatives.
- Specifically target opportunities to leverage the unique elements that PNZ can offer existing and prospective donors in the Environmental, Social, and Governance (ESG) area.
- Ensure regular PR and communications initiatives are developed and executed with a focus on communicating transformational personal stories of beneficiaries.
- Provide leadership and direction to the Philanthropy Team for PNZ Philanthropy events.

3. Leverage Philanthropy Expertise (*across internal and external opportunities*)

- With the SLT, clarify, review, revise and affirm at regular intervals, the organisation's strategic priorities toward mission impact.
- Contribute leadership and expertise to the strategic thinking and planning of the SLT, including in the areas of stakeholder knowledge, contextual forecasting, employee engagement, and Team culture.
- With the SLT, bring increased purpose, clarity and agreement to all people, processes, and projects within the organisation, in line with PNZs organisational identity and strategic priorities.
- Lead the organisation at high impact stakeholder meetings and Philanthropy and publicity events.
- Together with the CEO, report to the PNZ Board as needed on PNZs Philanthropy aspects of the organisation.
- Ensure that PNZs Philanthropy Strategy and communications stay fit for purpose and relevant for the Aotearoa New Zealand context.
- Network with other charities to grow PNZs influence and identify learning opportunities.
- Build and maintain relationships with relevant industry bodies to grow PNZs influence.
- Ensure all risk issues relating to Philanthropy and revenue are highlighted by providing timely and appropriate analysis and information to the CEO.
- Explore and support additional revenue generation opportunities, which continue to meet PNZ strategic outcomes, including leadership or contract management of appointed external agencies.
- Actively liaise with the International Paralympic Committee, other National Paralympic Committees, or identified stakeholders, representing the PNZ voice within philanthropic communities.

4. Health, Safety and Wellbeing

All PNZ Team members have a responsibility to work towards maintaining a safe and healthy work environment for both work colleagues (employees and contractors) and visitors. This is achieved by:

- Practicing and encouraging safe work methods, using resources and equipment appropriately.
- Taking all reasonable and appropriate steps to minimise and where possible eliminate the risk of harm or injury to others whilst observing PNZ health, safety and wellbeing policies and processes.
- Reporting all workplace hazards and accidents to the appropriate person or authority.
- Taking a pro-active approach to personalised wellbeing initiatives that are supported by PNZ.

The above main responsibilities are provided as a key outline, subject to update / amendment from time to time.

EXPERIENCE AND KNOWLEDGE:

- 5+ years work experience in a relevant field e.g. philanthropy, fundraising, donor acquisition, commercial partnerships, sponsorship. A relevant degree is desirable, but not essential.
- Proven track record in leading and executing successful Philanthropy campaigns.
- Knowledge and experience of legislative requirements related to specialist area of expertise, including Philanthropy compliance, regulations and best practices.
- Excellent strategic and decision making abilities, with a proven track record of developing and outworking strategic initiatives.
- Demonstrated influencing, relationship building and people skills, with a proven track record of resolving complex issues with others.
- Proven experience building and maintaining effective internal and external relationships with senior leaders, members of the Team and partners.
- Comfort and experience communicating to groups and inspiring action.
- Strong analytical and problem solving skills, a fast learner with a high capacity to retain information.
- Financial acumen, including development of annual budgets, identifying revenue opportunities or cost savings, with regular review and reporting, and able to allocate resources wisely.
- Strong project management and organisational skills.
- Prior role(s) with experience for reporting and presenting to a Board and Committees.
- An understanding of organisational planning and performance, including developing annual performance plan, KPIs, and performance reviews.
- Strong networking skills and the ability to work across different parts of the organisation and within the sector.
- Interest in the sporting sector, this may be through association or participation but must understand the role sport (and importantly Para sport) plays in contributing to building a positive society.
- Knowledge of, and commitment to the Treaty of Waitangi – Te Tiriti o Waitangi.
- Appreciation of accessibility considerations in physical and digital environments and some knowledge of how to meet accessibility standards.

SKILLS AND ATTRIBUTES

- A strong personal alignment with the organisational identity, culture, and values of PNZ.
- Excellent oral, written and interpersonal communication skills, the ability to clearly articulate themselves.
- Confident, calm and decisive in pressured or ambiguous situations.
- A self-starter, proactive with a high level of initiative and sound judgement.
- Ability to work well and professionally.
- Excellent attention to detail.
- Ability to work comfortably and well in a for-purpose/charitable organisation that seeks to honour Te Tiriti o Waitangi in the way work is done.
- Integrity with a clear commitment to maintaining professional standards and maintains confidences at all times.
- Flexible, reliable, adaptable and focused, with the ability to work under time pressure.
- Ability to work in a diversity of contexts, including different cultural contexts, with a variety of organisations and stakeholders.
- Ability to communicate well, shaping communication to suit the audience while retaining accuracy, complexity and nuance.
- Advanced Microsoft Office skills and experience in the use of CRM platforms.
- Strong work ethic and prepared to take ownership of work outputs.
- Comfortable working as part of a small, professional office, with a focus on collegial support, mutual respect and the delivery of results.
- A strong customer focus and a commitment to go the extra mile to get the job done.
- Willingness to support other colleagues as a member of a close-knit Team when workloads need to be hard to ensure deadlines are met.