



SHAPING AN
AWESOME
HAMILTON

SENIOR ADVISOR – EXTERNAL FUNDING

Partnerships, Communication and Maaori

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **Partnerships, Communication and Maaori group**. This group partners and engages with Maaori and our community. Read on to find out more about the role.



What you will do

This role enables implementation of projects through effective generation of external revenue. This includes contributing to and implementing a strategic approach to fundraising and revenue generation that may include major gifts, investments, philanthropic and community grants and in-kind resources.

A key focus will be delivering and achieving external funding generation.

Reports to	City Investment Director
Responsible for (total number of staff)	0
Delegation	\$0
Budget	\$0

Key responsibilities

Some of the **key responsibilities** for this role include:

- Delivering external funding activities and achieving targets.
- Monitor and evaluate revenue generation activities.
- Prepare applications for projects in partnership with relevant staff and external stakeholders (as appropriate).
- Lead key workstreams/project implementation as per the work programme.
- Build relationships with community partners and stakeholders to advance the mission and fundraising goals of the organisation.
- Research and identify funding opportunities to support current and future projects.

- Prepare regular reports on progress, budgets, receipt, and expenditure related to fundraising and the management of the fund development activities.
- Support development of policies and procedures to ensure effective fundraising and investment practices are followed.
- Work with relevant staff to develop a comprehensive campaigns and communication plan to maximize awareness of the programme and key projects.

Leadership

- Model and promote the Hamilton City Council’s vision, purpose, and qualities.

Health and Safety

- Adhere to Health and Safety policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.
- Participate in health and safety relating to position activities.
- Stop and/or report any unsafe practices.

Organisational Contribution

- Contribute to special projects as required.
- Participate in Civil Defence emergency events and training if required.
- Improve work processes and systems.

How you will do this

Our team culture is critical to our success. It’s vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the ‘best version of you’ and your mindset and behaviours have a positive impact on others.

Note: This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.

You bring to the role

- A tertiary qualification in Marketing; Business Management; Fundraising or similar.
- A minimum 5 years’ experience in fundraising.
- Effective relationship management skills.
- Demonstrate highly effective oral and written skills including presentations, marketing and promotion collateral and impactful funding applications for significant projects.
- An innovative and “can do” attitude.
- Ability to plan, organise, monitor, and deliver projects.
- A high level of comfort working with and being accountable for financial targets and deadlines.

Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.