

Burnett Foundation Aotearoa

POSITION DESCRIPTION

Position	Partnerships and Philanthropy Lead
Employment Basis	Permanent, Full time (37.5 hours per week)
Location	National Office, 31-35 Hargreaves St, Ponsonby, Auckland
Reporting to	Fundraising Manager
Team Purpose	This role sits within Burnett Foundation's fundraising team which is responsible for generating income to fund Burnett Foundation's services, programmes, and activities. The fundraising team channels include individual giving, peer-to-peer events, philanthropy, grants, sponsorship and key partnerships.
Direct Reports	N/A
Key Internal Relationships	<ul style="list-style-type: none"> • Fundraising Manager • Fundraising Team • Head of Marketing, Communications and Fundraising • Chief Executive • Marketing Team • Communications Team • Services and Outreach Team • Shared Services Team • Policy and Science Team
Key External Relationships	<p>Key organisations and individuals relevant to Burnett Foundations fundraising programme. This includes:</p> <ul style="list-style-type: none"> • Current and potential donor base • Trusts and Foundations • Corporate partners • External suppliers • Communities affected by HIV, especially gay, bisexual and other men who have sex with men (GBM) and people living with HIV (PLHIV) • Other organisations, individuals or groups working to improve HIV, sexual health or rainbow health
Role Purpose	<p>The Partnerships and Philanthropy Lead will:</p> <ul style="list-style-type: none"> • Develop and manage Partnerships: Create strategies to acquire new partners and nurture existing relationships, including with government departments and for events like the Big Gay Out and Sweat with Pride. • Lead Philanthropy Programmes: Develop and implement Gifts in Wills and Major Gifts programmes, promoting them and stewarding donors for sustained engagement. • Stewards Trusts and Foundations: Identify funding bodies, maintain relationships, and support high-quality grant application submissions.

Who we are

Burnett Foundation Aotearoa (formerly New Zealand AIDS Foundation) has been at the forefront of the community response to HIV in Aotearoa for more than 30 years, a history we're very proud of.

With the same passion and commitment as those who came before us, we are working hard to prevent HIV transmission, reduce stigma and maximise the wellbeing of those most affected.

Through our community engagement, behaviour-change marketing campaigns, and testing and therapeutic support services, we reach people across the country.

As a registered charity, our work is made possible through funding from the Ministry of Health, passionate trust foundations and donations from like-minded individuals who share our vision. Together, we are working towards an Aotearoa with zero HIV transmissions where people living with or affected by HIV flourish.

Key Areas of Responsibility and Ownership

Lead and optimise Partnerships Programme

Work with the Fundraising Manager and Fundraising team to:

- Develop and lead the execution of a partnerships strategy to acquire new partners and nurture existing relationships that maximise the value for both parties
- Develop new partnerships with organisations, including Government departments where approved in consultation with the Chief Executive which have synergies with our values and goals and can provide goods-in-kind or financial contributions
- Maintain and enhance relationships with key partners to advance our cause
- Lead on the acquisition of partners for the Big Gay Out festival, and support the development of their activations to ensure they align with the values of the event
- Lead on the acquisition of Partners for Sweat with Pride.
- Look for ways to innovate this programme to increase revenue and opportunities to support wider organisational objectives

Lead the development and implementation of Philanthropy relationships programme

Work with the Fundraising Manager and Fundraising team to:

- Develop and lead a Gifts in Wills programme including:
 - Developing a Gifts in Wills proposition and associated collateral.
 - Actively promote the Gifts in Wills programme across Burnett Foundation's website, surveys, emails and other channels.
 - Actively steward both legacy prospects and confirmed legators through deep meaningful relationships via phone calls, mailings, supporter events and face to face relationship visits
- Develop and lead the implementation of a Major Gifts programme including:
 - Identifying, pitching, negotiating and stewarding new major donors.
 - Oversee the development of compelling proposals for donors/prospects providing tailored information about Burnett Foundations Kaupapa and fundraising priorities detailing how these align with the prospect's own values and areas of interest.
 - Ensure donors are retained by providing acknowledgement and regular communications on their impact. Ensure a deep meaningful partnership with major donors is upheld and they feel a sense of connection to this organisation and our relationship

Stewardship of Trusts and Foundations

Work with the Fundraising Manager and Fundraising team to:

- Identify Trusts and Foundations that align with our work and actively engage with them to increase our pool of funders
- Build and maintain existing relationships with funders to ensure a high success rate
- Work with project leaders to secure appropriate project information, including budgets and quote sourcing
- Working with the team, ensure the submission of high quality and competitive applications that are aligned with our requirements and priorities

General

Support the fundraising team to deliver our wider fundraising strategy (refer 'Team Purpose'), including but not limited to:

- Support the delivery of our individual giving programme

<ul style="list-style-type: none"> • Support the delivery of our events programme • Contribute to strategic reviews, evaluations, annual planning and budget management
Self-Development
<ul style="list-style-type: none"> • Through Burnett Foundation Performance Review process, establish personal/professional development needs/goals that support success in the role. • Maintain familiarity with relevant evidence and best-practise in HIV prevention and health promotion.
Health & safety and Wellbeing
<ul style="list-style-type: none"> • Proactively support the creation of a positive health and safety culture at Burnett Foundation. • Ensure a clear understanding and knowledge of health and safety policies and procedures. • Ensure a clear understanding of the hazards and control measures associated with daily operations at Burnett Foundation. • Contribute to a positive and inclusive work environment, one that respects each other and values diversity.
Any other reasonable task which is consistent with the overall purpose of the position.

Skills, Experience & Qualifications.	
Essential	<ul style="list-style-type: none"> • Previous fundraising experience, especially with partnerships or philanthropy programmes (or equivalent) with 4+ years experience • Proven experience in securing high value year gifts • Proven experience communicating a large organisation's strategic objectives and distilling them to align with the agreed fundraising priorities with passion. • A passion for providing excellent relationship management • Knowledge of grant writing, the grants cycle and successful grants programmes • Experience writing and preparing proposals and project briefs • Experience in database management, analysis and reporting. • Ability to work and communicate effectively with the diverse groups impacted by HIV in Aotearoa New Zealand. • Self-motivated and able equally as effectively in a team environment. • Demonstrated organisation skills with keen attention to detail and proven ability to manage multiple projects simultaneously. • Ability to problem-solve, prioritise work effectively, manage changing and conflicting demands and expectations. • Professional approach to sexuality and sexual issues.
Preferred	<ul style="list-style-type: none"> • Experience creating, managing, and tracking budgets, including reconciling expenses, analysing and projecting trends, and producing reports is preferred. • Communications experience – including copy writing and distributing newsletters, appeals, or equivalent. • Knowledge of HIV, sexual health issues and specific health issues facing men who have sex with men in New Zealand. • Lived experience in one or more of Burnett Foundation's priority populations (men who have sex with men, people living with HIV, trans and non-binary, Takatāpui and Māori, people from high HIV prevalence countries, and other rainbow communities). • Previous experience in HIV prevention work. • Knowledge and/or experience of the not-for-profit sector.
Technical / Practical	<ul style="list-style-type: none"> • Ability to work flexible hours • Understanding and ability to manage personal/professional boundaries. • Excellent oral and written skills in English. • Excellent computer skills including Microsoft Office programmes.
Cultural Responsiveness	We welcome applications from prospective employees who already have some knowledge of Tikanga Māori and Te Reo Māori. It is essential that all employees demonstrate willingness to learning in these areas.

Qualifications	A qualification or technical training in at least one of: Fundraising, Marketing, Customer Service. Equivalent work experience may be considered in lieu of a qualification.
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Position Description Acceptance

I _____ (employee) _____ (date)
have read and agree to accept and work by the above Position Description.

I _____ (manager) _____ (date)
agree that this Position Description is accurate and current.