



MULTIPLES
HUTT VALLEY

Role Description: Fundraising Coordinator

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| <p>Purpose of the role:</p> | <ul style="list-style-type: none"> • Responsible for planning, initiating and managing fundraising initiatives for the organisation. |
| <p>Key tasks & responsibilities:</p> | <ul style="list-style-type: none"> • Plan and propose an annual fundraising plan for MHV. • Manage all communications with external suppliers and vendors in relation to setting up fundraising activities. • Work with the Marketing Coordinator to promote fundraising initiatives. • Provide an annual report for the MHV AGM. • Attend monthly committee meetings and provide updates on fundraising targets, activities and results. |
| <p>Personal skills and attributes</p> | <ul style="list-style-type: none"> • Good communication skills. • An understanding of sustainable fundraising strategies. • An understanding of the MHV Constitution and the philosophy of volunteerism. • An interest in helping people. • The ability to communicate easily with people from diverse cultural backgrounds. • The ability to handle sensitive and confidential information and situations. • To be reliable and punctual. |