



**Assistance Dogs**  
New Zealand Trust

## Position Description / Fundraising Assistant

<b>Reports to</b>	Fundraising, Marketing & Communications Manager
<b>Employment status</b>	Permanent, Full-Time (1FTE)
<b>Location</b>	Fully remote - Auckland or Christchurch-based (with the option to work from our head office in Christchurch).
<b>Working Hours</b>	Flexible standard business hours with an expectation of some weekend and evening work as required, to fulfill the requirements of the role.
<b>Direct Reports</b>	Nil

### About Us:

Assistance Dogs New Zealand Trust (ADNZT) is a not-for-profit organisation dedicated to enriching lives through the provision of highly trained Assistance Dogs. These dogs help young New Zealanders living with a range of disabilities to live more independent and fulfilling lives. We work closely with clients, sponsors, partners, and donors to support our mission and enhance the wellbeing of individuals, families and communities across New Zealand.

### Position Purpose:

The Fundraising Assistant will play a vital role in supporting the fundraising team by assisting with a variety of administrative, fundraising and communication tasks. This diverse, fast-paced role offers an exciting opportunity to be part of a passionate and mission-driven organisation, making a real difference in the lives of New Zealanders living with disabilities.

## Key Responsibilities:

- **Database Management:** Maintain and update donor databases (CRM and Mailchimp), ensuring the accurate and timely entry of relevant information and donor communication preferences.
- **Donor and Volunteer Stewardship:** Provide a high-level of stewardship to ADNZT's donors and fundraising volunteers, ensuring all individuals feel acknowledged and appreciated.
- **Event Coordination:** Coordinate all key fundraising events, including our nation-wide Street Collection which is held annually in September, as part of our Assistance Dog Appeal.
- **Community Fundraising and Volunteer Support:** Provide support to individuals and groups who are fundraising for ADNZT. Ensure they have all information, resources and equipment required to make their fundraiser a success.
- **Collection Box Program Coordination:** Maintain an up-to-date, accurate record of ADNZT's collection box locations and volunteers across the country. Ensure those involved are acknowledged and supported appropriately, with the resources they need to succeed.
- **Campaign Support:** Assist with the planning and execution of fundraising campaigns, including digital marketing, direct mail and events.
- **Administrative Support:** Provide general administrative support to the wider fundraising and communications team, including looking after our fundraising inbox, supporting our Puppy Sponsorship Program, attending events representing ADNZT, conducting research on new fundraising opportunities, and other ad-hoc tasks as needed.
- **Any Additional Duties:** as mutually agreed, to assist in the achievement of ADNZT's overall goals and objectives.

## Experience and Qualifications:

- Strong communications skills, both written and verbal, with the ability to engage effectively with donors, volunteers and the public.
- Excellent organisational skills with great attention to detail.
- 1-2 years+ experience in a fundraising, marketing, or administration role.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) or Google Workspace.
- Passionate about the mission of Assistance Dogs New Zealand Trust and committed to supporting people with disabilities.
- Previous experience with CRM systems and Mailchimp is an advantage.

## You Will Also Be:

- Able to manage multiple tasks simultaneously, in a fast-paced environment.
- Positive with a proactive attitude and 'can-do' approach.
- Empathetic with a desire to make a meaningful contribution to a charity dedicated to improving lives.

- Able to work effectively with people from a range of different cultures and abilities.
  - Self-motivated and able to work independently, as well as part of a team.
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### **Living our Values:**

- People are empowered to make the right decisions and are well-supported to do this.
- We aim high and provide a quality, high level customer experience.
- We continually do our best and seek to do better every time, with every interaction.
- We aim to work in partnership with the people who benefit from our services – and with their communities.

### **Cultural Integrity:**

- Uphold the integrity of ADNZT by carrying out responsibilities in compliance with Te Tiriti o Waitangi / Treaty of Waitangi and by demonstrating commitment through its principles:
  - Partnership – respectfully work in partnership with team members.
  - Participation – respectfully provide a safe space for, and acknowledgement to team members.
  - Protection – foster and empower the values, customs and realities of Māori.
- The above Treaty principles and way of working will also be extended to all the people we support.

### **Health and Safety:**

- Ensure the health, safety and wellbeing/welfare of yourself and all staff, including those who Work from Home by complying with legal obligations including NZ standards and ADNZT policy and guidelines.

### **Quality:**

- Apply the principles of ongoing quality improvement and continuous service improvement by being innovative and creative, recommending to management any potential improvements to systems, procedures and practices.
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