

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Philanthropy Development Officer
<b>LOCATION:</b>	National Support Office – As per employment agreement
<b>REPORTS TO:</b>	Head of Philanthropy
<b>DIRECT REPORTS:</b>	No direct reports

### **PURPOSE:**

The Philanthropy Development Coordinator plays a critical role in supporting the growth, stability, and long-term sustainability of SPCA's philanthropic income through grants, mid-level donors and major donors.

This Part-time role provides the operational backbone for the Philanthropy team - enabling Grant Writers and Relationship Managers to focus on high-value, face-to-face engagement with donors and grant funders, while ensuring the quality, consistency, and timeliness of research, funding applications, funding accountabilities and donor stewardship.

By strengthening pipeline development, improving coordination, and supporting high-quality donor and grant funder engagement, this role directly contributes to securing funding to protect, care for, and advocate for vulnerable animals across New Zealand.

Working collaboratively with the Philanthropy team and wider, this role builds the expansion and retention of SPCA's philanthropic funders and Donors, ensuring sustainable revenue growth.

### **IMPACT OF THE ROLE:**

This role is a key enabler of SPCA's philanthropic success.

By strengthening research, coordination, and stewardship, the Philanthropy Development Coordinator:

- Protects and supports the growth of a multi-million-dollar income stream
- Supports stronger donor relationships and retention
- Improves the flow of information into funding applications and accountabilities
- Contributes to a healthy, forward-looking philanthropy funding pipeline
- Enables senior philanthropy staff to focus on income-generating activity

Without this role, there is a risk of reduced pipeline development, missed funding opportunities, and future income instability. With it, SPCA is better positioned for sustainable philanthropic growth and long-term impact.

KEY ACCOUNTABILITIES:	KEY RESPONSIBILITIES:
1. Pre pipeline Donor and Funder Research	<ul style="list-style-type: none"> <li>• Conduct detailed research on prospective and existing donors, trusts, and grant funders.</li> <li>• Identify and develop new funding opportunities aligned with SPCA's strategic priorities.</li> <li>• Prepare concise donor and funder briefing materials to support philanthropic income generation.</li> <li>• Maintain accurate and up-to-date research records within SPCA CRM systems.</li> </ul>
2. Pre Pipeline OSINT (Open-Source Intelligence) Coordination	<ul style="list-style-type: none"> <li>• Act as liaison for OSINT processes, forwarding relevant names and information for research.</li> <li>• Collate, organise, and distribute intelligence outputs to the Philanthropy team.</li> <li>• Ensure insights are stored effectively and used to inform donor strategies.</li> </ul>
3. Pre Pipeline Funding Development Support	<ul style="list-style-type: none"> <li>• Support the preparation of grant applications, donor cases for support using established templates.</li> <li>• Coordinate and collate information from across SPCA (financials, programme data, impact information).</li> <li>• Assist in tailoring applications to align with donor and grant funder priorities and funding criteria.</li> </ul>
4. Post Pipeline Donor Stewardship and Accountability	<ul style="list-style-type: none"> <li>• Prepare clear, high-quality reports for donors and funders that communicate impact and meet accountability requirements.</li> <li>• Coordinate the collection of impact data, financial updates, and case studies.</li> <li>• Support donor communications including acknowledgements, updates, and engagement materials.</li> <li>• Ensure stewardship activities are timely, consistent, and aligned with funding commitments.</li> </ul>
5. Gift Coordination and Administration	<ul style="list-style-type: none"> <li>• Support accurate recording of donor interactions and commitments within CRM systems (e.g. Raiser's Edge).</li> </ul>
6. Internal Coordination	<ul style="list-style-type: none"> <li>• Work closely with centre teams, Inspectorate, finance, and other internal stakeholders to gather information for funding and reporting.</li> <li>• Follow up and coordinate inputs required for applications and donor deliverables.</li> <li>• Support the development of consistent templates and processes across the philanthropy function.</li> </ul>
7. Events and Donor Engagement Support	<ul style="list-style-type: none"> <li>• Assist in coordinating small, targeted donor and funder events.</li> <li>• Support logistics, invitations, and follow-up communications.</li> </ul>
8. Health, Safety and Wellbeing	<ul style="list-style-type: none"> <li>• Ensures compliance with the <a href="#">Health and Safety Act 2015</a> by: <ul style="list-style-type: none"> <li>○ Take reasonable care of own health and safety and ensure actions do not cause harm to others.</li> <li>○ Comply with all SPCA health and safety policies, procedures, and reporting requirements.</li> </ul> </li> </ul>
9. Other duties	<ul style="list-style-type: none"> <li>• Support SPCA events, donor visits, and campaigns as required.</li> <li>• Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope</li> </ul>

	or the functions of the position. Duties and responsibilities can be amended from time to time by the Employer to meet any changing condition.
--	--

**INTERNAL FUNCTIONAL RELATIONSHIPS:**

- Philanthropy and wider Engagement Team
- Finance Team
- Inspectorate Teams
- Animal Services Teams
- Community Operations Team
- Science, Advocacy and Education Team

**EXTERNAL FUNCTIONAL RELATIONSHIPS:**

- External mid and major donors, and grant funders

**PERSON SPECIFICATION:*****Qualifications, Skills, Knowledge, and Experience******Essential***

- Strong research and analytical capability
- Highly organised and results-focused, with strong attention to detail and follow-through.
- Excellent organisational and coordination skills
- High level of IT skills using a wide range of programmes
- High attention to detail and accuracy
- Strong written communication and storytelling skills - written, verbal, and interpersonal.
- Experience with CRM systems (e.g. Raiser's Edge desirable)
- Ability to manage multiple priorities and deadlines
- Experience supporting fundraising, and grants (preferred)
- Proactive, self-motivated, and resilient, with the ability to work independently and collaboratively.
- Full, clean driver's licence.
- Commitment to SPCA's mission, values, and vision.

***Desirable***

- Experience in grant writing or donor development.
- Background in not-for-profit organisations.
- Familiarity with data analysis, performance reporting, or dashboard tools (e.g. Power BI).

***Personal attributes***

- Strong alignment with SPCA's vision: *a world where all animals are respected and treated with kindness*
- Results-driven and motivated by team income, and growth targets.
- Highly proactive, collaborative, and solutions-focused
- Highly organised with strong follow-through
- Discreet and able to manage confidential information
- Adaptable and comfortable working in a fast-paced environment
- Strategic thinker who balances empathy with business acumen.
- Positive, resilient, and adaptable under pressure.
- Team-oriented, collaborative, and generous with insights and support.

