



Tō Mātau Moemoeā: Our Vision is to use the past, present, and future technology and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: Fundraising Manager
Reports to: General Manager – Museum Experience

PURPOSE OF THE ROLE

The Fundraising Manager is responsible for all fundraising for MOTAT, thereby contributing to MOTAT achieving its strategic and revenue generation goals. The responsibilities include identifying and pursuing opportunities, making fundraising requests and applications, cultivating and stewarding relationships, and planning and reporting on progress for all fundraising activity.

The position holder will establish and lead a holistic and integrated approach to fundraising, initially focused on trust, foundations and donations (individual giving). They will fundraise to support the Museum's work in the areas of Collections, Visitor Experience, and estate and infrastructure.

This role will work collaboratively with leaders at MOTAT to build an understanding of fundraising and to achieve fundraising outcomes. With one direct report, this is a small team of two people so focus and prioritisation is critical. It is a function that is strongly supported by the Executive Leadership team and Board.

RESPONSIBILITIES

- Develop, deliver and report on a fundraising plan for MOTAT that is aligned to the achievement of the Museum's Annual Plan targets and Master Strategy.
- Work with manager to agree key performance indicators metrics such as the number of prospects identified, proposals submitted, meetings undertaken, and funding targets achieved.
- Working across the whole fundraising cycle, be proactive in identifying, qualifying, cultivating and soliciting funding opportunities and prospective donors.
- Negotiating and drawing up contracts to deliver equitable and mutually beneficial partnerships for both parties. Working with all stakeholders to ensure contract deliverables.
- Focus initially on trust, foundations and donations (individual giving) to increase fundraising income. Sponsorship is considered a lower priority although still within the remit of the role.
- Manage and grow donations from individuals including the public and supporters, plan for an increased programme of giving to MOTAT through mechanisms such as annual campaign and – longer term - bequests.
- Seek the input of internal stakeholders and work across MOTAT to identify the things which could attract and require fundraising support.
- Ensure the stewardship of donors and funders, communicating and engaging effectively, managing relationships, ensuring benefits deliver, reporting on outcomes and impact of support that has been provided.
- Lead and manage MOTAT's Fundraising team, fostering collaboration and mutual support between Fundraising and other MOTAT Teams.

- Ensure excellent record keeping and accountability of all activity using the CRM (Tessitura) and other systems as appropriate.
- Research, write, review and manage all funding applications, proposals and collateral, ensuring brand alignment. Close working relationship with External Relations on brand and communications is essential.
- Provide an understanding of the fundraising landscape, relationships with major donors and funders and provide expert advice internally.
- Proactively participate in the leadership of MOTAT, of the Museum Experience hub and represent MOTAT in fundraising activity.
- Coach and support other MOTAT Team Members who are involved in fundraising activity, building a culture that supports fundraising work.
- Model behaviour consistent with MOTAT values and in accordance with the principles of the Treaty of Waitangi.
- Follow all museum policies and procedures including but not limited to Health and Safety and the Museums Aotearoa Code of Ethics.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT's business objectives are met.

KEY PERFORMANCE INDICATORS

- Successfully develop and grow fundraising to achieve financial and operational targets, as set and agreed with the General Manager – Museum Experience.
- Timely delivery and execution of all plans, deliverables and work programmes as relevant to this position.
- Working in a complex environment, anticipate and respond to issues appropriately.
- Proactive management of fundraising and stakeholder relationships.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Partnerships & Fundraising Advisor
Internal Liaison:	Executive Leadership Team, Collections Hub, Experience Hub, Business Services Hub, External Relations team, Environment & Sustainability Team, MOTAT Team
External Liaison:	Partners, Sponsors, Funders, Donors, Community

BUDGETARY AUTHORITIES

TBA

SKILLS & EXPERIENCE

- A minimum of 3-5 years of experience in a fundraising leadership role.
- Demonstrated experience in fundraising; deeper experience in the areas of trusts, foundations, donations and grant applications is advantageous.
- Experience putting together proposals and completing grant applications.
- Experience in negotiation and drawing up contracts.

- Demonstrate a high level of interpersonal skills through relationship management, advocacy and negotiation with internal and external stakeholders.
- Demonstrated ability to build and foster relationships.
- Confident and polished written and verbal communication skills.
- Established networks that support MOTAT’s fundraising objectives.
- Passionate about MOTAT’s purpose – belief in MOTAT’s brand positioning and the potential of the Museum.
- Highly organised, with strong planning and administration skills, with a high attention to detail.
- Technically savvy; proficient on all standard office software such as Microsoft Office.

Ō MĀTAU UARA *OUR VALUES*

AUAHATANGA <i>INNOVATION</i>	We will be courageous and try new things.
NGĀTAHITANGA <i>COLLABORATION</i>	We will work as a team that respects and supports others.
MOTUHĒHĒTANGA <i>INTEGRITY</i>	We will act ethically and with respect and transparency.
PŪMAUTANGA <i>SUSTAINABILITY</i>	We will foster knowledge and promote technology that is beneficial to our community and environment.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.