

Bald Angels Charitable Trust- Ngā Anahera Pākira



Job Title/s: Fundraising Coordinator

Location: Kerikeri Office-some remote work possible

Reports To: Charity Manager

Position Type: 10-15hrs* approx. Employment Contract or Sub Contractor (*see note below)

About Us:

Bald Angels Charitable Trust is a dedicated grassroots organisation committed to supporting vulnerable children to thrive. We rely on the generosity and involvement of our community, donors, and volunteers to make a meaningful impact.

Our values are Tika, Pono, Aroha, Mana, Tapu- acting with integrity, honesty, care, compassion, honour and respecting the sacredness of people and places.

We value Te Whare Tapa Wha principles of wellbeing, and we honour Te Tiriti o Waitangi principles.

Job Summary:

We are seeking a committed and reliable Fundraising Angel to lead our fundraising efforts. The ideal candidate will excel in building relationships with a diverse range of supporters—from philanthropists and funders to local community donors—and will play a key role in ensuring the organisation's financial sustainability. This role requires a team-oriented individual with excellent interpersonal and communication skills, capable of working closely with volunteers and community partners within a small, dynamic environment.

Key Responsibilities:

- Develop and implement comprehensive fundraising plans and strategies to achieve the charity's financial goals.
- Identify, cultivate and maintain strong relationships with individual donors, corporate sponsors, foundations, local community members, and funders.
- Prepare compelling grant applications and reports ensuring compliance with donor requirements.
- Manage donor records, ensuring accurate data and timely acknowledgement of contributions and updates
- Stay informed about local and national funding opportunities relevant to tamariki wellbeing.
- Communicate effectively and persuasively with all fund generators and community supporters
- Stay informed about industry trends and best practices in nonprofit fundraising
- Promote the Charity's mission through effective storytelling, outreach and engagement.

- Collaborate with the Finance Administrator and manager on fundraising budgets, and grant reporting.
- Additional general tasks that contribute to our team achieving outcomes.

Qualifications:

- Proven experience in fundraising, donor relations, and community engagement.
- Exceptional interpersonal and communication skills, able to connect with people from diverse backgrounds.
- Ability to work independently and collaboratively within a small team.
- Strong organisational skills and attention to detail.
- Adaptability and enthusiasm for grassroots community work.
- Experience with event management and volunteer coordination is a plus.
- Passion for supporting vulnerable children, ethical practice and community development.

*NOTE: The role, hours and remuneration are subject to each applicant's skill and experience. This role could be combined with the Finance Admin or Whānau-Taitamariki Ora position/s for a **full time role** depending on applicant capabilities. We are a small, agile team who work closely to achieve outcomes. Contact us for more info.

Application Process: apply before 15 Feb 2026

Please send your CV and a personalised cover letter explaining your interest and relevant experience to Thérèse Wickbom tw@baldangels.org.nz. Please put FUNDRAISING ANGEL APPLICANT in the subject line.