

Fundraising Coordinator Job Description

Grants

Work with the Manager to ensure the application and reporting of all core funding grants occurs on time. Including but not limited to;

- Foundation North
- Lotteries
- WDC operations fund
- Community organisations grants Scheme
- Creative Communities Grants
- Oxford Trust
- Pub Charities
- Heritage
- Youth
- Creative Northland
- Specialist

Develop new relationships and avenues for funding. Including collaboration with other organisations on development and continuation of new and existing funding avenues. Including but not limited to;

- Hihiaua Cultural centre
- Taku Ahi
- Quarry Arts Centre
- Kiwi North
- Northtec
- Whangarei Fringe

Membership

Work with the Administrator to ensure the building and management of our membership including the annual membership drive and annual members events. Develop the membership strategies to increase income to Te Kowhai including but not limited to;

- Making List of members/ Partial members
- Annual membership invoicing
- Growing the membership
- Members meetings
- Gaining feedback from members
- Supporting Members to arrange annual events
 - Open days
 - Print Swaps
 - Upskill sessions

Non Grant Fundraising

Work with manager, Administrator, Marketing team to plan and deliver annual non grant fundraising projects that bring sustainable revenue to Te Kowhai including but not limited to;

- Printapalooza
- Archive show
- Intro classes
- Skills workshops
- School bookings
- Private studio bookings

Specialist Fund Raising Projects

Work with manager, admin, marketing team to develop and expand specialist fundraising projects including but not limited to;

- Give a little projects
- Print Exchanges
- Exhibitions
- Commercial and business fundraising

Shop

Work with the Technician to develop pricing of services and products from the Te Kowhai Print Shop. Work with marketing team to advertise both services and products Including but not limited to;

- Price list Development
- Services bookings and development
- Maintenance and growth of shop stock

Team

Attend weekly team /planning meetings with manager, admin, marketing to plan operations strategies, to do lists and priorities for Te Kowhai's annual business activities.