



## InsideOUT's Vision and Mission

### Our Vision:

All rainbow young people in Aotearoa New Zealand have a sense of belonging and safety in their schools and communities.

### Our Mission:

To work with youth, whānau, schools, community groups, youth services, government agencies and other relevant organisations to provide safer schools and communities for rainbow young people.

To foster the building and provision of resources, education, information, hui and relevant tools which work to improve the health, wellbeing and safety of rainbow young people.

<b>Position</b>	<b>Communications and Funding Coordinator</b>
<b>Reports to</b>	Managing Director, InsideOUT Board
<b>Location</b>	Wellington, New Zealand
<b>Date</b>	December 2020
<b>Job Objectives</b>	<p>As InsideOUT's Communications and Funding Coordinator you will have responsibility for identifying and pursuing opportunities for funding for InsideOUT and managing our external communications.</p> <p>The role will be focused on building on our current partnerships and funding opportunities, whilst also developing new fundraising partnerships and initiatives. The Coordinator will have a broad fundraising focus with the opportunity to develop revenue across; individual giving, corporate partnerships, events, community fundraising, and trusts and foundations. You will also be responsible for managing InsideOUT's relationships with funders, reporting back and for investigating opportunities for increased and ongoing support and ensuring funders contributions are</p>

## POSITION DESCRIPTION: Communications and Funding Coordinator

acknowledged.

You will be responsible for overseeing InsideOUT's external communications through our website and social media presence, a regular newsletter and assisting with media releases.

### Essential Job Results

#### Fundraising

- Identify opportunity areas for new fundraising avenues.
- Further develop and grow existing fundraising initiatives
- Seek out new fundraising partnerships in order to grow overall revenue.
- Complete reporting back to funders as required.
- Build and maintain relationships with key individuals and entities external to InsideOUT which are beneficial to funding, with a view to long-term strategic funding relationships.
- Building and growing valuable relationships with partners and key stakeholders
- Ensure recognition of partners as appropriate

#### Finances

- Work alongside the Managing Director to manage InsideOUT's annual budget and identify funding needs.
- Oversee appropriate expenditure of grants within their time-frame.

#### Reporting

- Prepare a written report for all board meetings on funding progress over the month, with recommendations that reflect opportunities and priorities.
- Communicate details of all funding applications and receipts to the Managing Director and Board

#### Communication

- Maintain the InsideOUT website
- Maintaining an effective online presence through InsideOUT's social media

## POSITION DESCRIPTION: Communications and Funding Coordinator

- Coordinate the design of InsideOUT promotional materials and social media content (with external designers where required)
- Develop and run digital campaigns for relevant community awareness days
- Develop and deliver key communications to InsideOUT audiences including the annual report and newsletters
- Liaising with other staff members and volunteers of InsideOUT to assist with promotion of campaigns, events, opportunities and achievements online
- Liaise with other organisations to promote campaigns and kaupapa online which align with InsideOUT's kaupapa.
- Assist the Managing Director with proactive media campaigns and media releases on behalf of InsideOUT.

### **Availability**

- Due to the part time nature of the role, it will not be possible for the Communications and Funding Coordinator to always be available during standard working hours. It is expected that any message sent to the coordinator (including phone messages, text messages and emails) will be responded to within a week.
- An exception to the above may occur immediately prior to key milestones, where additional communication will be required. This will be discussed by the Communications and Funding Coordinator and relevant parties on a case by case basis.