

Position	Director of Fundraising & Development
Reports to	Chief Executive
Direct reports	<ul style="list-style-type: none"> • Grants & Fundraising Coordinator • Events & Volunteer Coordinator • Communications & Content Coordinator
Location	Te Whanganui-a-Tara Wellington
Employment type	Permanent, full time

Purpose

The Director of Fundraising & Development leads InsideOUT Kōaro’s fundraising, strategic communications, campaigns, and events to ensure the organisation is bold, brave, visible, sustainable, and impactful.

This role is responsible for building a diversified and resilient revenue base, strengthening national visibility, and leading integrated engagement strategies that amplify the voices of rainbow and takatāpui rangatahi. The Director ensures fundraising and public engagement activity is values-aligned, kaupapa-led, and grounded in community connection, contributing to InsideOUT Kōaro’s long-term impact and sustainability.

Key Responsibilities

Fundraising & Revenue Strategy

- Develop and implement an integrated fundraising, marketing, and communications strategy aligned with organisational priorities.
- Develop and lead a regular giving strategy that builds sustainable, recurring revenue and strengthens long-term supporter relationships.

- Work closely with the Chief Executive to grow and diversify revenue streams, including grants, philanthropy, partnerships, and campaigns.
- Develop and manage a diversified revenue pipeline, including prospecting, forecasting, and income tracking.
- Ensure strong systems for monitoring fundraising performance and sustainability.

Donor & Funder Relationships

- Lead donor lifecycle management, including acquisition, stewardship, and retention strategies.
- Build and maintain long-term, trust-based relationships with funders, donors, and partners.
- Ensure high-quality, timely, and values-aligned reporting to funders, in collaboration with delivery teams.
- Support the strengthening of partnerships that contribute to long-term organisational sustainability.

Campaigns, Events & Public Engagement

- Hold accountability for the delivery of all campaigns, events, and fundraising initiatives.
- Oversee national campaigns and major events to ensure they are impactful, sustainable, and aligned with InsideOUT Kōaro's kaupapa.
- Ensure opportunities are created for uplifting and affirming engagement of rainbow rangatahi through events and community spaces.
- Align campaigns and events with broader organisational goals, including awareness, advocacy, and fundraising.

Communications, Brand & Storytelling

- Lead organisational storytelling and brand, creating a strong, consistent, and values-aligned national presence.
- Oversee communications strategy and delivery across digital, media, and campaign channels.
- Ensure InsideOUT Kōaro communicates in ways that are bold, affirming, and grounded in lived experience.
- Support the amplification of rainbow and takatāpui voices in public discourse.

Team Leadership & Capability

- Lead, coach, and develop capability across the Fundraising & Development team.
- Foster a collaborative, high-trust team culture grounded in care, accountability, and learning.
- Ensure team roles, systems, and workflows support effective and sustainable delivery.
- Support workforce development and leadership growth within the team.

Partnerships & Strategic Growth

- Support the development of strategic partnerships that enhance funding, visibility, and impact.
- Contribute to organisational conversations about growth, sustainability, and long-term positioning.
- Work collaboratively with other Senior Leaders to align fundraising, service delivery, and advocacy efforts.

Organisational Leadership

- Contribute as a member of the senior leadership team to organisational strategy, planning, and decision-making.
- Support Board engagement in fundraising and development activity where appropriate.
- Contribute to organisational resilience, reputation management, and long-term impact.

What Success Looks Like

- A sustainable and diversified funding base supporting long-term impact
 - Strong national campaigns and events that build visibility, engagement, and trust
 - Clear, consistent, and values-aligned communications and storytelling
 - A capable, connected, and well-supported fundraising and engagement team
 - Trusted, long-term relationships with donors, funders, and partners
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Person Specification: Skills, Experience & Attributes

Essential

- Significant experience (at least 5 years) in fundraising, development, communications, or campaigns leadership.
- Proactive, goal-oriented, and self-motivated, with a strong sense of ownership and commitment to delivering high-quality outcomes.
- Proven ability to develop and deliver successful revenue and engagement strategies.
- Strong relationship building and stakeholder management skills.
- Experience leading and developing successful multidisciplinary teams.
- Excellent communication and storytelling capability.
- Strategic thinking combined with strong execution capability.
- Alignment with InsideOUT Kōaro's kaupapa and values.

Desirable

- Experience in the not-for-profit or social impact sector.
- Experience leading national campaigns or major events.
- Familiarity with Aotearoa funding environments (trusts, philanthropy, government).
- Understanding of Te Tiriti o Waitangi and its relevance to fundraising and engagement.

Other

- Undertake other tasks as required to meet team or organisational objective

Health & Safety

- Takes personal responsibility for keeping self free from harm
- Ensures all personnel under your leadership are informed of health & safety plans during the course of their work
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan

This job description reflects the general duties of the position and should not be interpreted as a comprehensive inventory of all tasks, responsibilities, and qualifications required. Duties and responsibilities may be added or modified as needed to meet the organisations evolving needs.