**Programmes and Fundraising Administrator**

30 hours per week:

Mon, Tues, Wed, Fri 9.30-5.30pm

Based at our Newmarket Office.

Closing date: 30th November

Pearl of the Islands Foundation is an independent charitable society that has a simple mission - to be active in Education and Intercultural Dialogue for the wellbeing of Turkish Community in New Zealand.

You will need clear understanding of Turkish community in New Zealand and capacity to manage and coordinate relationship with counterparts in Turkey and travel to and within Turkey when necessary.

Reporting to the CEO, the Programmes and Fundraising Administrator will help Pearl of The Islands Foundation to achieve its mission by implementing the organisation’s strategic fundraising plan and heading the marketing and communication functions. Working in a small team, you will need to be able to roll up your sleeves and oversee fundraising initiatives while managing events and communications, as well as maintaining and cultivating existing relationships with stakeholders. Your previous experience implementing, monitoring and reviewing fundraising at corporate and community levels will be imperative to your success in the role, as will your ability to nurture donor relationships at various levels.

The role requires a high level of organisational skills, enthusiasm, energy and passion to achieve success. It also requires a good understanding of and capability to project manage and work well under pressure. You will have demonstrated experience in a similar role, preferably for a charity, and proven ability in developing and sustaining strong relationships with a diverse range of people in the community.

**Key Competencies:**

 **Excellent communication skills both written and oral in Turkish and English**

 Able to work under direction and equally able to plan and set own parameters and work independently.

 Able to work cooperatively in a team environment.

 Able to establish and manage effective databases.

 Experience with the use of Office and related applications, MS Word, Excel, Publisher, website management (wordpress), MailDirect and MYOB.

 Ability to work to deadlines.

 Ability to express ideas and information clearly.

 Strong interpersonal skills and sensitivity to community’s needs.

 Thorough understanding of confidentiality.

**Personal Qualities:**

 Approachable and outgoing.

 Willingness to listen and engage with the public.

 Proven ability to manage multiple tasks and to set, manage and meet deadlines

 High attention to detail.

 A proactive, resourceful and self-starting style.

 Business acumen and the ability to negotiate and facilitate relationships.

 Enthusiasm for promoting the organisation.

If you feel you have what it takes to be part of a team that is committed to its mission, then please email your CV and covering letter to beyzadekerem@gmail.com. Initial confidential enquiries are welcome by phoning Kerem Caliskan on 09 551 3733.