



Vacancy

Manager Relations & Fundraising

For the Health Research Foundation – Hawke's Bay

The Health Research Foundation – Hawke's Bay raises and allocates funds towards high-impact health research projects in and for Hawke's Bay. Previously known as the Hawke's Bay Medical Research Foundation, the foundation has been making a difference in Hawke's Bay for 62 years. Our researchers have helped to address Sudden Infant Death Syndrome (cot death), have educated young people on subjects such as vaping, have found better treatment models for child anxiety and have rolled out mobile exercise units in less fortunate communities. Outcomes of research we funded have significantly impacted the lives of people in our own community.

In order to remain current to the Hawke's Bay community and our stakeholders, the Health Research Foundation – Hawke's Bay has recently redefined its identity, strengthened its strategy, and changed its name, logo, and website accordingly. With the recent [Family Health Fair](#) having introduced this new identity to the community, and with a clear strategy framework in place to provide direction, the foundation now seeks a Manager Relations & Fundraising to take its profile to the next level.

The role

As Manager Relations & Fundraising, you will be responsible for all activities relating to the promotion of, and fundraising for, our organisation. You will maintain existing relationships as well as build new ones, organise events, speak at networking clubs or organisations and continuously look for ways to grow the profile of the Health Research Foundation – Hawke's Bay. You will report back to the Board & Committee of the foundation.

Fundraising and relationship building

- Speak at network events and rotary club gatherings to introduce the foundation to fellow community-minded individuals in Hawke's Bay – manage these relationships closely;
- Organise and speak at 'Heart-to-Heart@12', our short Corporate presentations given at noon, to management and staff of a business in Hawke's Bay;
- Follow up meetings with anyone you connected with, send them relevant information where desired;

- Build a close relation with our stakeholders: HNWI's, the health industry, Corporate, youth & families and the Councils;
- Ensure relevant parties (such as estate planning attorneys) have sufficient copies of our Trifold Brochure to share with their customers if they're interested;
- Stay in close contact with the Hawke's Bay Councils and stay informed on their Annual as well as Long-term (10-yearly) plans to find synergies and create new research opportunities.

Systems

- Microsoft Office Suite (Word, Excel, PowerPoint...)
- HubSpot CRM for our contact database and e-mail campaigns, and to ensure details are accurately and completely stored;

This is a highly autonomous position, with significant freedom to give shape to the role how you best see fit. The primary goal is to sustainably optimise donations, which will help grow the size and volume of health research conducted in Hawke's Bay. You will be supported by the foundation's Board, Committee and the secretary, who will assist you with the day-to-day operations where needed. For in-depth marketing tasks, you will be working with a marketing consultancy on an ad-hoc basis.

Candidate profile

A variety of backgrounds could match well with the role of Manager Relations & Fundraising. You may have a background in marketing & communications, sales & relationship management, or fundraising. Alternatively, you may have a medical / health background and / or have run your own business and have a savvy understanding of people's decision-making process. This role definitely suits a hands-on, mid-/advanced career level individual with great interpersonal skills and a heart for the community.

- You have a minimum of 5 years' experience in a relevant field;
- You have natural and genuine interpersonal skills, are comfortable having in-depth one-on-one conversations as well as in larger groups;
- You are an excellent presenter; you know how to focus on what is important while keeping an audience thoroughly engaged;
- You are resourceful, have an eye for detail and a highly organised work ethos;
- You are an experienced project manager, and will easily organise, prioritise, and deliver projects and events timely and within budget;
- You are able to seamlessly work between creating strategy plans and executing these plans;
- You can aptly judge when to liaise with the (largely voluntary) Board & Committee and when to just get the job done;
- You have some affinity with health / wellbeing / community / care and feel excited about making a difference.

This role is offered for approximately 16 hours/week on a contracting basis, but these hours are negotiable and can vary. Compensation is competitive, and commensurate with qualifications and experience of the selected candidate.

The Director has great flexibility as to how the role is fitted in his/her other day-to-day activities. There may be the odd late afternoon or evening event to attend or host. You will mostly work from home; however, in due course, a (shared) office space could be considered if this is your preference.

As part of the selection procedure, shortlisted candidates will be requested to prepare and give a 2-minute presentation on a subject of their choosing.

Apply for the role of Manager Relations & Fundraising

If this role sounds like just the kind of challenge that suits your skills and interest, we strongly encourage you to apply. However, if you feel you do not meet *all* criteria, but you are nevertheless highly interested, we equally invite you to send in your application. We believe in allowing space for capability building and are primarily looking for a professional who has the right 'can do' attitude. Moreover, you will be taken through a thorough (4 week) induction period, allowing you to build the knowledge you need to operate independently and confidently.

Email your full CV and cover letter, clearly stating the grounds of your motivation, to:

Mrs Laura Martin
Chief Marketing Officer
relations@hrf.co.nz

The deadline for applications for this role is 27 October 2023.

For more information on the Health Research Foundation – Hawke's Bay, visit: <https://hrf.co.nz/>