

# Fundraising Projects Coordinator - Partnerships

*(Mid-Level Donor Relationships & Events)*

Permanent | Part-time (0.8 FTE) | Auckland (hybrid)

## The Organisation

Tearfund is a Christian non-profit organisation working for a just and compassionate world. Motivated by Jesus, we encourage Kiwis to act for justice to relieve poverty among the world's most vulnerable people. For more than 50 years, Tearfund has partnered with local churches and communities across the globe, restoring lives, upholding dignity, and renewing hope. We believe in putting "faith in action", in communities overseas, in the hearts of generous people here in New Zealand, and in the stories that connect the two.

Our mission statement is: "Motivated by Jesus, we encourage Kiwis to act for justice to relieve poverty among the world's most vulnerable people".

## The Team

The Partnerships team sits at the heart of Tearfund's mission. We have the privilege of telling the stories of our partners' work and walking alongside people who feel called to participate in it through generosity, prayer, advocacy, and legacy. Our work is deeply relational and intentionally ordered. We value warmth and trust, clarity, structure, and follow-through. Because when people are honoured well, generosity can flourish. This team thrives on personal connections and the joy of seeing supporters make a tangible difference through their giving.

## The Role

As the Partnerships Project Coordinator, you play a vital role in stewarding both people and process. You will manage a defined portfolio of mid-level donor relationships, providing warm, consistent engagement and helping supporters feel known, valued, and connected to Tearfund's mission. Alongside this, you will bring strength, organisation, and rhythm to the Partnerships team through project coordination, CRM discipline, and event delivery.

This role is ideal for someone who loves detail and people in equal measure, someone who enjoys organising events, keeping things on track, noticing what others might miss, and helping a team do their best work. This role is a key part of how generosity is stewarded and how stories are shared.

## Key Responsibilities:

- **Mid-Level Donor Relationships:** Steward a portfolio of mid-level supporters with warmth, care, and consistency. Provide timely touchpoints, follow-up, and updates that strengthen trust and connection. Identify engagement signals and work with Relationship Managers to support donor growth.
- **Projects, Systems & Flow:** Coordinate donor journeys, campaigns, reporting cycles, and key initiatives. Maintain accurate CRM records as an act of honouring supporters and their generosity. Prepare lists, reports, briefings, and donor insights.
- **Events & Engagement:** Coordinate Partnerships events such as donor gatherings, briefings, church-hosted events, and regional visits. Manage invitations, RSVPs, logistics, follow-up, and CRM capture. Support international trips and special projects where needed.
- **Team Support & Culture:** Bring clarity, calm, and structure to a busy, relational environment. Ask great questions, raise issues early, and help ensure nothing falls through the cracks. Contribute to a collaborative Partnerships culture where every detail matters because every supporter matters.

## Why Might This Role Be For You?

Perhaps you're someone who finds joy in organising things well, calendars, events, systems, and people, and you also love meaningful conversations and relationships. You might enjoy being the person who helps others shine, who quietly keeps things moving, and who takes satisfaction in seeing a plan come together beautifully.

You may have experience in project coordination, administration, fundraising support, or events, and a growing desire to use those gifts in service of something eternal. If you love the idea of helping tell the story of the great work that we are doing and creating the space for others to respond generously, this role may be a wonderful fit for you.

## About You

You don't need to tick every box, but you'll likely bring many of the following:

- Experience in project coordination, administration, fundraising support, or similar roles
- Strong organisational skills and attention to detail
- Confidence working with systems and data
- A natural love for planning and running events
- Warm, professional communication style
- Ability to juggle multiple priorities with calm and clarity
- Alignment with Tearfund's ethos, mission, and values
- Willingness to occasionally work evenings or weekends to support events
- Openness to some regional travel

Most importantly, you bring humility, reliability, and a genuine love for people.

## Why Tearfund?

Because this is more than a job. professionalism walk hand in hand. Where generosity is treated as sacred trust. Where systems serve people, not the other way around. And where your work contributes directly to lives being transformed.

As one team member shared:

"The work itself is great, diverse, challenging, enjoyable, high integrity, and impactful, but the loving, caring, and fun family culture of Tearfund makes it incredibly special."

## Ready to Explore Further?

If you sense that you are being nudged toward this role, we'd love to hear from you. Please apply with your CV and a cover letter sharing why you're interested in this role and working for Tearfund.

The role is part-time (0.8 FTE) and is based in Auckland. Tearfund uses a hybrid work model, with scheduled days in the office and the flexibility to work (some but not all time) from home.

Please note that any offer of employment for Tearfund will be subject to the satisfactory completion of;

- A self-declaration process
- A criminal records/police check
- Two reference verifications