

Partnerships Team Administrator
(Fixed-term 6 months, 8 hours/week)

Tearfund is one of New Zealand's leading faith-based NGO's with development partnerships and programmes throughout the developing world. It is a highly respected charity that inspires people to give, learn, advocate and stand up against injustice. Our mission statement is: "Motivated by Jesus, we encourage Kiwis to act for justice to relieve poverty among the world's most vulnerable people".

Tearfund's Partnerships team builds meaningful partnerships with individuals, business leaders, corporates and trusts across New Zealand with the aim of raising funds for Tearfund and building partnerships around causes that they are passionate about.

The role

This is an excellent opportunity to learn and gain insight into all areas of the Partnerships team's work. This is a highly relational role which will have you assisting the team with the engagement and retention of Tearfund's major supporters by helping the team with donor communication and engagement activities and providing them with admin support, including data entry, CRM reporting and preparing for presentations and events.

Ideally, you'll have some or all of the following:

- Experience working in a customer/client facing role where a high standard of service was required
- An excellent phone manner with the ability to easily connect with people
- A clear, confident and articulate communication style
- Administration skills with the ability to update a CRM or similar database system
- Sound working knowledge of the Microsoft Office Suite
- Excellent attention to detail
- Energy and enthusiasm to do a great job
- An excellent work ethic

In return we'll provide;

- Training on what's expected of you and on-going support
- \$20/hour with flexible hours considered
- A friendly and supportive team environment

To discuss the opportunity further please call Luisa on 027 829 8707 or Elke on 021 80 22 13.
To apply please send a cover letter and CV to work@tearfund.org.nz