



ORANA

WILDLIFE PARK



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Fundraising & Partnerships Manager

- Permanent, Full-Time position though some flexibility with working hours can be discussed.
- Based at Orana Wildlife Park, McLeans Island, though flexible due to nature of role.

As Orana approaches its 50th year, we are reflective and determined to continue achieving our conservation goals. We are looking for team members with commitment and motivation to help us continue our mission to **connect** people with nature, and to **educate** and **inspire** our community towards creating a bright future for the next 50 years, and beyond.

Mō mātou: About Us

Orana Wildlife Park is owned and operated by Orana Wildlife Trust, a registered charity dedicated to protecting and restoring Aotearoa's wildlife for future generations. Conservation sits at the heart of everything we do, from habitat restoration and predator control to creating safe havens and wildlife corridors for some of Canterbury's most at-risk species.

As a not-for-profit, our impact is only possible through the support of our community. Alongside our work in breeding programmes with global and national partners such as the World Association of Zoos & Aquariums (WAZA), the Zoo & Aquarium Association Australasia (ZAA), DOC and others, we rely on philanthropic, corporate and community support to sustain and grow these efforts, ensuring we can continue to protect wildlife, inspire visitors, and contribute meaningfully to conservation outcomes into the future.

He angitūtanga: The opportunity

As Fundraising & Partnerships Manager, you will play a critical role in enabling Orana's mission by leading the development and delivery of a comprehensive, multi-stream fundraising and partner programme. This includes building and managing relationships across major donors, trusts and foundations, corporate partners, and the wider community, while ensuring a strong pipeline of sustainable income to support our conservation, animal welfare and education priorities.

You will work closely with the CEO and Board to grow Orana's fundraising capability, providing both strategic direction and hands-on delivery across all fundraising activity. Your success in this role will be reflected in your ability to build meaningful relationships, secure significant funding, and embed a strong culture of philanthropy across the organisation.

This role will also guide the development of compelling cases for support, partnership opportunities and donor experiences that connect people to Orana's work. Through your efforts, you will help create the financial foundation that enables Orana to protect wildlife, deliver impactful programmes, and inspire our community to act for the natural world.

He kōrero mōu: About you

You will bring at least 8 years' progressive fundraising experience within the not-for-profit sector, with a demonstrated track record of securing significant gifts from major donors, trusts, foundations and/or corporate partners. You will be highly motivated, outcome-focused, and able to build strong, trusted relationships that support Orana's long-term growth.

You will also have:

- Exceptional relationship-building skills, with the ability to engage and influence donors, partners, trustees and stakeholders with confidence and authenticity.

- Excellent written and verbal communication skills, including the ability to develop compelling cases for support, grant applications and donor proposals.
- Demonstrated experience developing and delivering fundraising plans across multiple income streams, with a strong understanding of the New Zealand philanthropic landscape.
- Emotional intelligence and sound judgement to manage high-value relationships, navigate complex conversations and uphold the highest ethical standards.
- Strong organisational skills, with the ability to manage multiple priorities, meet deadlines, and balance day-to-day delivery with longer-term strategic objectives.
- Confidence working closely with senior leaders and Boards, including reporting on performance and contributing to strategic discussions.
- Experience using CRM systems and data to inform decision-making, track performance and strengthen donor engagement.
- A genuine passion for conservation, wildlife and environmental outcomes, aligned with Orana's mission and values.
- Full and current New Zealand driver's licence and the ability to travel as required.
- A relevant tertiary qualification or equivalent professional experience.

A high level of initiative, resilience and energy is essential, along with a willingness to roll up your sleeves and contribute across a busy, purpose-driven organisation.

Ngā āhuatanga kei a mātou: What we offer

You'll join a passionate, purpose-driven team who care deeply about our animals, our mission, and each other, who are energised by the opportunity to grow and achieve something meaningful together.

This is a full-time, permanent role based at Orana Wildlife Park, with flexibility required to support events, donor engagement and key moments across the year.

As a member of our team, we offer:

- A high-energy, values-led culture grounded in Care, Empathy, Engage and Courage, where people support each other and celebrate wins together.
- The chance to build and shape a growing fundraising function, with real ownership and influence.
- A team that is ambitious, collaborative and hungry to achieve our long-term vision for conservation and impact.
- Genuine connection to purpose. You'll see firsthand the difference your work makes for wildlife and conservation.
- Opportunities for professional growth and development, including exposure to senior leadership and governance.
- Access to an Employee Assistance Programme (EAP) and wellbeing resources.
- Opportunities to contribute to wider organisational initiatives, including staff committees and cross-team projects.
- Practical benefits including free on-site parking and annual flu vaccination.

If you are adaptable and open-minded, with experience in leadership and a desire to push yourself to benefit conservation and animal welfare, **APPLY NOW** through our website.

As part of your application, please include your CV and a letter of introduction that will include answers to the following questions:

- *What is the largest single donation (NZD) you have personally secured? Please briefly describe the context and the role you played.*
- *This role is both strategic and hands-on. Can you describe a time where you set fundraising strategy and personally delivered key activity to achieve desired results?*

This vacancy will close on **Tuesday 30th June, 5pm**. Applications will be reviewed as they are received.

Position Description

Position Title: Fundraising & Partnerships Manager

Company: Orana Wildlife Trust (OWT)

Position Size: Full time, 40 hours per week (1.0 FTE)

Physical Location: Orana Wildlife Park (OWP), 793 McLeans Island Road, Harewood, Christchurch

Responsible to: Chief Executive Officer

Primary Function of the Position:

The Fundraising & Partnerships Manager leads the development and delivery of Orana Wildlife Park's fundraising strategy across all income streams. Reporting to the Chief Executive Officer and accountable to the Board of Trustees, the role is responsible for growing sustainable, long-term, philanthropic income to support the Park's conservation, animal welfare, education and capital priorities.

The Fundraising & Partnerships Manager will personally prospect, nurture and manage the major donor, philanthropic trusts and high-value relationship portfolio, oversee trust and foundation applications, secure and steward corporate partnerships, and lead community fundraising, individual giving and special events. The role is both strategic and hands-on, suited to an experienced fundraiser ready to shape a growing function.

Functional Relationships:

- Chief Executive Officer (CEO)
- Senior Leadership Team
- Administration & Compliance team
- Marketing & PR staff
- Animal Care teams - Natives & Domestic and Exotics
- Education & Engagement staff
- Retail & Reception staff
- Maintenance & Development team
- OWP volunteers
- Orana Wildlife Trust (OWT) Board

External Relationships:

- OWP audiences
- Tourism, zoo & aquarium and industry peers
- Major donors, patrons and prospective high-net-worth supporters
- Philanthropic trusts, family foundations and grant-making bodies (e.g. Lottery Grants Board, regional community trusts)
- Corporate sponsors and partners
- Iwi, hapu and Māori organisations as conservation and funding partners
- Department of Conservation and other government/Council Funders
- Regional and local government stakeholders
- Fundraising Institute Australasia (FIA) and peer charities

Decision Making Authority:

Team Members Responsible For: 0

Expense Budget Responsible For: TBC

The incumbent in this role has responsibilities for making decisions relating to:

- The day-to-day planning, prioritisation and delivery of fundraising activities within approved strategic, budgetary and policy parameters.

- Budgeting and financial management of fundraising expenditure and income.
- Management of the fundraising pipeline, prospect activity and donor stewardship processes.
- The administration and maintenance of donor records, data integrity, and fundraising administration processes, and reporting needs to CEO and OWT Board.
- Scheduling of donor meetings, fundraising events and supporter engagement activity.
- Identification and progression of fundraising opportunities aligning with organisational priorities.
- Donor acknowledgement, recognition and stewardship approaches within agreed scope.

The incumbent in this role holds joint responsibility for decisions relating to:

- Recruitment and leadership of future fundraising staff as the function grows.
- Preparation and submission of grant applications, donor proposals, fundraising communications and routine reporting.
- Development of broader OWP strategic goals.
- Supporting development of key conservation messaging.
- Policy and standard operating procedure development and implementation.
- Health & Safety and risk management for OWP activities.

Key Responsibilities:

1. Senior Leadership Team (SLT) Alignment and Support

While this position is not a formal member of Orana’s Senior Leadership Team (SLT), it plays a key supporting role in enabling the effectiveness of the SLT and the delivery of organisational priorities.

The role works closely with the CEO and SLT members to:

- Provide strategic and operational support that helps translate organisational priorities into actionable initiatives.
- Contribute insights, analysis, and subject matter expertise to inform decision-making and planning processes.
- Facilitate communication and coordination between SLT and relevant teams to ensure alignment and progress against key objectives.
- Support the development, implementation, and monitoring of strategies across functions aligned to conservation, education, animal welfare, and visitor experience.
- Identify opportunities to improve cross-functional collaboration and reduce silos between departments.
- Assist in maintaining a consistent operating rhythm through preparation of materials, tracking of actions, and follow-through on agreed priorities.
- Build strong working relationships with SLT members to help shape and support their work, while ensuring alignment with Orana Wildlife Park’s values and goals.
- Contribute to a culture of continuous improvement, collaboration, and organisational effectiveness.

2. Reporting and Communications

- Report to the CEO on progress of relevant strategic goals and objectives, including progress against fundraising strategy, income targets, budget performance, pipeline development, donor activity and key risks.
- Maintain a high level of communication and close interaction with the other Trust staff to ensure that all operations are suitable, meet intended objectives and meet audience needs.

- Engage with relevant SLT members for strategic, efficient delivery and roll out of partner programmes (e.g. Marketing and PR relating to communications/media relating to partner announcements, and other teams as needed).
- Maintain clear and ongoing communication with existing and new stakeholders and funding partners to build strong, long-lasting relationships.
- Actively participate in discussion with the OWP senior leadership team to shape the strategic direction of fundraising programmes, aligned to OWP's strategic goals.
- Contribute to OWT Board papers and other communications about the delivery of activity in area of responsibility.
- Provide direction and delegation to any staff, volunteers or contractors in supporting fundraising activity.

3. Fundraising Strategy & Planning

- Develop, deliver and review an integrated multi-year fundraising strategy aligned to Orana's strategic plan and conservation priorities.
- Prepare an annual fundraising operational plan with clear income targets, expense budgets, activity calendar and KPIs.
- Forecast and monitor fundraised income; report monthly to the CEO and quarterly to the Board of Trustees.
- Identify new income opportunities and emerging trends internationally and in New Zealand philanthropy.
- Lead a culture of philanthropy across the organisation, ensuring staff, volunteers and Trustees, plus visitors and our audiences to understand and support the fundraising effort.

4. Major Donors & Philanthropy

- Proactively cultivate and manage relationships with major donors and key prospects, with the goal of securing impactful and high-level contributions.
- Develop tailored cultivation, solicitation and stewardship plans for each major donor relationship.
- Liaise directly with the CEO and Board to develop strong, positive relationships with their networks and engage them appropriately in donor cultivation.
- Lead the design and delivery of a planned giving and bequest programme.

5. Trust, Foundations & Grants

- Maintain a pipeline of trust, foundation and grant opportunities aligning to Orana's strategic funding priorities.
- Write, submit and project-manage high-quality grant applications for capital, conservation and education projects.
- Liaise with programme leads to scope fundable projects, develop budgets and gather impact evidence.
- Ensure accurate and timely acquittal and reporting against all grant agreements.

6. Corporate Partnerships & Sponsorship

- Develop and grow a portfolio of corporate partners, sponsors and cause-related marketing partners.
- Create compelling partnership propositions, including animal/exhibit sponsorships, event sponsorships and corporate giving programmes.
- Negotiate partnership agreements and ensure delivery of agreed benefits, recognition and reporting.
- Build a strong corporate volunteering and employee giving offer.

7. Community Fundraising, Individual Giving & Events

- Lead the annual giving programme, regular giving (e.g. "Adopt an Animal"), in-memoriam giving and online appeals, with the Retail & Reception team.
- Plan and deliver fundraising events, donor appreciation events and supporter activations.
- Grow the regular/monthly giving base and improve donor retention through excellent stewardship, with the Retail & Reception team.
- Support and enable community-led fundraising activity in partnership with the Marketing team.

8. Donor Stewardship, Data & Compliance

- Ensure all fundraising activity complies with the Charities Act 2005, the Privacy Act 2020, the FIA Code of Ethics and any other relevant legislation.
- Ensure every donor receives timely, appropriate and meaningful acknowledgement, recognition and reporting.
- Maintain accurate donor records in the CRM; oversee data integrity, segmentation and reporting.
- Champion ethical fundraising practice and safeguard donor information.

9. Health & Safety, Wellbeing & Te Tiriti

- Take responsibility for personal health, safety and wellbeing and that of others, in line with the Health and Safety at Work Act 2015 and OWP policies.
- Honour Te Tiriti o Waitangi in all aspects of the role, including engagement with iwi/hapu partners, donors and communities.
- Champion Orana's values, animal welfare standards and biosecurity protocols at all times.

Key Challenges of the Position:

- Formulate, implement and drive the fundraising and partnerships strategy for the Trust whilst managing a diverse portfolio of fundraising activity within a dynamic financial environment.
- Coordinating activities across a busy organisation with many moving parts.
- Driving change and bringing people onboard, ensuring they have the knowledge and skill to help meet intended objectives.
- Accessing staff with diverse, often challenging schedules and workloads, located across a large park and with changing and competing priorities.

Key Benefits:

- Working in a dynamic, supportive environment with a great team that values creativity and collaboration.
- Competitive salary.
- Opportunities for professional development and industry event participation.
- The chance to make a positive impact on people, wildlife conservation and education.
- The chance to work at an exciting location with incredible native and exotic species onsite.
- The opportunity to join Orana Wildlife Park at a pivotal time, approaching its 50th anniversary with a new Masterplan to bring to life/realise?

Key Performance Indicators will be based on:

- Total fundraised income against the annual target.
- Income growth across each fundraising stream year-on-year.
- Number and value of major gifts secured.
- Grant pipeline conversion rate and total grants income.
- Value and number of active corporate partnerships.
- Donor retention rate, average gift size and lifetime value.
- Return on investment (cost-to-raise-a-dollar) for fundraising activity.
- Accuracy and timeliness of Board and donor reporting.

Person Specification

Formal Education and Requirements:

- Tertiary qualification in marketing, communications, commerce, not-for-profit management, conservation or a related discipline— or equivalent professional experience.
- Post-graduate qualification in fundraising, philanthropy or non-profit leadership.
- Full and current New Zealand driver's licence.

Specialist Training and Experience:

Essential

- 8+ years' progressive fundraising experience within the charity, NGO or not-for-profit sector in NZ.
- Demonstrated record of personally securing five- and six-figure donations from major donors, trusts, foundations or corporate partners.
- Experience designing and delivering an annual fundraising plan across multiple income streams.
- Experience reporting to a CEO and Board of Trustees (including written reports and presentations).

Desirable

- Experience leading or supervising staff, volunteers or contractors.
- Experience fundraising for conservation, environmental, science, education or animal welfare causes.
- Experience managing legacy/bequest programmes and planned giving.

Specific Knowledge & Skills for the Position:

- Certified Fundraising Executive (CFRE) credential or Fundraising Institute of Australasia (FIA) membership.
- Strong working knowledge of the New Zealand and international philanthropic landscape, including key trusts, foundations, lottery funders and corporate giving programmes.
- Understanding of the Charities Act 2005, the Privacy Act 2020 and the FIA Code of Ethics and Professional Conduct.
- Understanding of Te Tiriti o Waitangi and its application in the not-for-profit and conservation sectors.
- Familiarity with New Zealand conservation policy, Department of Conservation (DOC) priorities and the role of zoos and wildlife parks in species recovery is desirable.
- Excellent communication and collaboration skills, with the ability to work effectively in a team environment, self-manage tasks and track performance against KPIs.
- Excellent organisational and time-management skills, with the ability to manage competing priorities.
- Excellent written and verbal communication skills (with a particular emphasis on preparing cases for support, grant applications and donor proposals).
- Proficiency in Microsoft, Canva? donor database/CRM systems and digital fundraising platforms, peer-to-peer giving and online appeal mechanics.
- Strong interpersonal and relationship-building skills, with the credibility to engage diverse people and audiences.
- Confident public speaker, able to present to donor groups.
- Strategic and analytical thinker; able to set targets, forecast income, track performance and report against KPIs.
- Te Reo Māori language skills and competency working with Māori organisations is highly desirable.

Personal Qualities:

- Genuine passion for wildlife, conservation, animal welfare and environmental education.
- High level of emotional intelligence with a warm, approachable and donor-centric mindset.

- Ability to think strategically and plan specific, measurable goals.
- Resilient, self-motivated and outcomes-focused; comfortable working to ambitious income targets.
- High personal integrity and strong ethical judgement when handling donor information and gifts.
- Confident, transparent decision-maker.
- Ability to think proactively and focus on solutions.
- Strong planning and attention to detail.
- Ability to coordinate many moving parts.
- Adaptability and flexibility.
- Able to connect with people from a wide variety of backgrounds and ages and foster positive working relationships.