



Save the Children

LEGACIES MANAGER

CANDIDATE INFORMATION

ABOUT SAVE THE CHILDREN

Save the Children believes every child has the right to **survive, learn and be protected**

Save the Children New Zealand (SCNZ) is a long-standing member of the leading international development and humanitarian organisation Save the Children Association, which supports child-focused operations in more than 120 countries around the world, and is worth more than USD \$2 billion annually.

Our vision is a world in which every child attains the right to survival, protection, development and participation.

Save the Children wants to inspire breakthroughs in the way the world treats children and achieve lasting change in their lives.

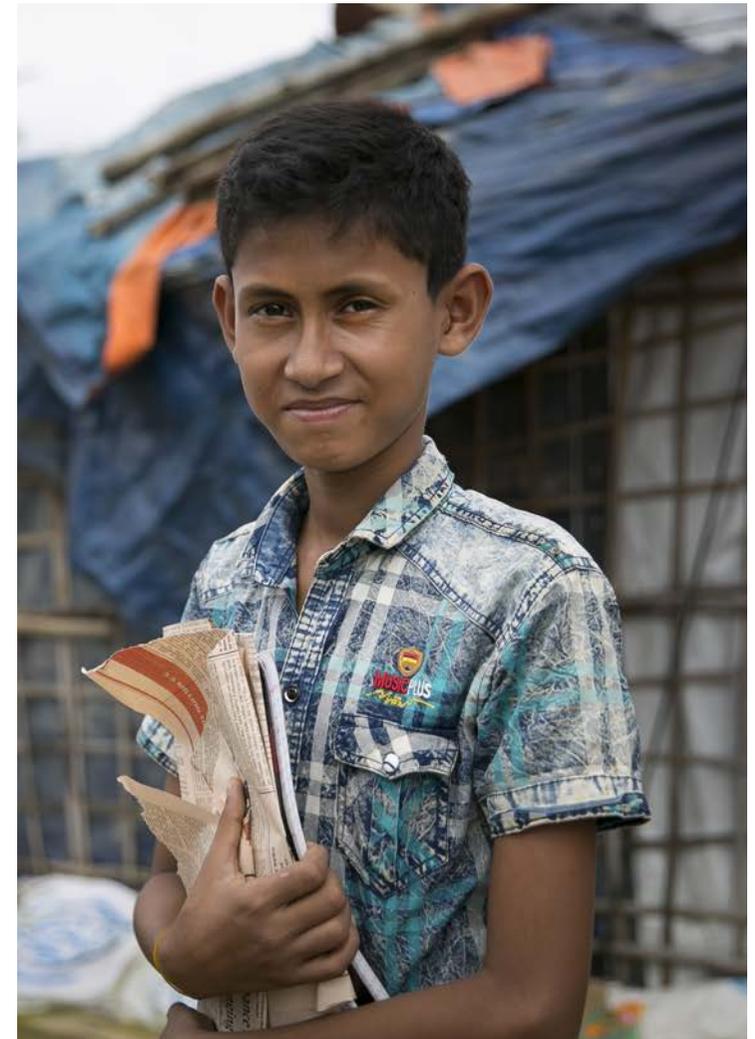
SCNZ implements a portfolio of development projects across countries in Asia and the Pacific and responds to humanitarian events world-wide.

In Aotearoa New Zealand, we work with our supporters and partners to advocate and campaign for change to improve child wellbeing, realise children's rights and ensure children's voices are heard.

"Humanity owes the child the best it has to give."

Eglantyne Jebb

Save the Children founder





ABOUT

SAVE THE CHILDREN NEW ZEALAND

Save the Children New Zealand is a 'child safe' organisation

Save the Children is the world's leading children's rights organisation. One of our absolute fundamentals we have is to ensure that all our activities are safe and secure for children.

SCNZ aims to ensure that the rights of all children are recognised in accordance with the UN Convention on the Rights of the Child which describes how State Parties shall protect children from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse.

We will do all that we can to ensure that children and young people's experience of our organisation is one that is free from any form of exploitation or abuse and that they feel respected and safe.

Anyone representing our organisation is expected to adhere at all times (both in their private and professional lives) to the highest standards of behaviour towards children, young people and their families.

OUR PEOPLE

We know that great people make a great organisation, and that our employees play a crucial role in helping us achieve our ambitions for children.

We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace.

Most staff are based in our Wellington office and the close-knit team work collaboratively to make sure we deliver on our ambitious goals for children. We value creativity and innovation and support each other to find solutions to challenges.

We are about to launch our 2022 - 2024 Strategy with the cornerstone being our aim to inspire the people and children of Aotearoa New Zealand and the Pacific to respect, understand and uphold the rights of children.





JOB DESCRIPTION

Purpose

SCNZ has a well-developed and successful Legacy programme with a significant pipeline of confirmed Legacy supporters and prospects.

The Legacies Manager has operational oversight of the Auckland-based Regional Coordinator and will work closely with the coordinator to drive the strategy and growth of long-term sustainable income generation through our Legacy programme.

Reports to

Partnerships and Philanthropy Manager

Key areas of responsibility

Oversee our national Legacy programme to secure future revenue

- Utilise both existing donor sources (including TM, DM and annual surveys) and new acquisition channels to increase the pipeline of legacy donors.
- Develop and implement strategies to convert prospects to confirmed legacy supporters.
- Develop positive relationships with prospects through calls, letters, donor engagement activities and personal visits.
- Develop relationships with remaining branch volunteers to ensure that we promote legacies to this important group of supporters.
- Ensure prompt, personalised acknowledgment of donations given, or letters sent in, by legacy supporters.

- Steward existing Legacy supporters (members of the Eglantyne Jebb Society) through regular communications – personal visits, phone calls, event invitations and newsletters
- Promote the benefits of a residual gift in a will.
- Work closely with the Partnerships and Philanthropy Manager to identify and refer major donor prospects within the bequest pipeline.

Communications and event management

- Ensure that we are utilizing all appropriate channels to promote legacies across our supporter and volunteer bases, along with the wider public; including supporter communications, digital platforms and TV campaigns.
- Plan, draft and oversee the production of all necessary collateral required to support the Legacies programme to achieve its goals.
- Write compelling legacy stories and profiles for SCNZ newsletters, website and social media.
- Plan and deliver events for supporters, both committed Legacy donors (Eglantyne Jebb Society members) and Legacy prospects.
- Promote legacy giving to the wider population through presentations to community groups with older-age members.

Maintain professional relationships with stakeholders (internal and external) and accurate record keeping

- Participate in and collaborate with Save the Children's international Legacies Group.
- Respond and follow up efficiently to Solicitors and other parties seeking legacy information.

- Work with Solicitors to oversee all related estate administration and ensure timely receipt and acknowledgment of estates.
- Ensure records, including the CRM system, are updated accurately and in a timely fashion.

Budgeting and Reporting

- Oversee the smooth running of the legacy programme by ensuring proper KPI tracking and that the programme is running on budget.
- Ensure accurate reporting of the prospect funnel and the conversion from a prospective legacy donor to a confirmed legacy donor.
- Prepare progress reports for Fundraising Team and Board meetings.

Other duties within reasonable limits, as requested by your line manager may be required.



HERE'S LOOKING AT YOU

PERSON SPECIFICATION

This is both a strategic and hands-on role which requires an understanding of best practice in direct marketing, legacy fundraising and relationship building, using different channels of communication.

You will have previous legacy experience and will understand how to identify and cultivate legacy prospects and further build a sustainable portfolio of confirmed legacies.

A key component of this role will be building personal relationships with legacy prospects through personal visits and events.

Given the current uncertain climate you will be adaptable in finding creative ways to foster these relationships when face-to-face meetings are not possible.

You'll be committed to Save the Children's values:

AMBITION
ACCOUNTABILITY
CREATIVITY
COLLABORATION
INTEGRITY

The Legacies Manager will be expected to have and utilise the following skills and qualities:

Essential

1. Proven legacy fundraising experience with knowledge of estate management
2. Evidence of outstanding levels of interpersonal skills for communicating, negotiating and building relationships with both new and existing donors.
3. A proven track record of asking donors for gifts both face to face and over the phone
4. Strong strategic thinking and planning capability
5. Proven communication, collaboration and negotiation skills
6. Excellent time management, administrative and organisational skills
7. Demonstrated ability to work autonomously and as part of a team
8. Ability to relate sensitively to people of all ages and to conduct home visits
9. Current drivers licence and a willingness and ability to travel and undertake after hours work if/when required



Desirable

An interest in the international aid sector

Knowledge of fundraising databases (Raiser's Edge)

Experience in working for a non-profit / for purpose organisation

TERMS AND CONDITIONS

Permanent Role, 40 hours per week

LOCATION

Wellington based

SALARY

Range: \$75,000.00 - \$85,000.00 per annum

SUPERANNUATION

3% employer contribution to Kiwisaver

ANNUAL LEAVE

Four weeks

WORKING PATTERN

SCNZ supports flexible working arrangements. Due to the nature of the role, there is an expectation that a pattern of regular office-based work will be established.

COVID-19

SCNZ requires all employees working in our Wellington office, or any visitors be fully vaccinated. Should you be shortlisted for an interview you will be asked to provide evidence of your vaccination pass prior to visiting us.

OUR RECRUITMENT PROCESS

Listed below is what you can expect when you apply:

- All applications will be acknowledged.
- Selected candidates will be invited to an initial interview with McLaren.
- Suitable candidates will then be invited to a formal in-person interview which will be conducted by a panel of SCNZ employees who will ask a series of experience verification, behavioral and competency questions.
- A second interview may be required and reference checking will be undertaken for our preferred candidate(s).
- Following the formal interview process, our preferred candidate may be invited for an informal coffee to meet some of our key team members.



If you think you'd be a great fit for our team, we'd love to hear from you!

Applications should include a covering letter and resume and should be submitted by 5pm on Sunday 29 May 2022 via email to:
kirsty@mcclaren.co.nz



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