

What we do

The UpsideDowns Education Trust is giving a voice to kids with Down syndrome in New Zealand by helping to fund life-changing speech language therapy.

UpsideDowns was founded in 2003 by a group of parents of children with Down syndrome to support other parents in accessing speech language therapy. We reduce the financial barrier by helping fund a large portion of these costs for children up to 18 years.

Speech and language therapy is the most important part of intervention services for children with Down syndrome to promote cognitive and social development. We enable children to access to programmes designed for them, with a strong emphasis on school readiness. This therapy early has a dramatic impact on future outcomes for the recipients, their families and communities.

Our charity is entirely self-funded, and does not receive any government funding. We're led by a hands-on board composed mostly of parents. Due to the high demand for our services, we currently have a waitlist.

Purpose of role

The Charity Manager is responsible for the consistent financial performance and growth of the UpsideDowns Education Trust. This person will support the Board of Trustees to lead and grow the organisation at a functional and strategic level. The Charity Manager will have the skills and drive to help develop the organisation into a stronger, more sustainable charity and will develop new lines of revenue funding and donations.

The role includes development of all input factors, including financial responsibility, business and marketing and communication plans, growth of donor base and revenue, event planning and management, and being the primary representative of the charity to all external parties.

Output measures include revenue delivery and funding growth, communication with key stakeholders, and a positive community.

Job description and key accountabilities

The Charity Manager is required to build and develop fundraising relationships in both the corporate sector and the community, while successfully managing all key stakeholders and other operational requirements of the charity. Duties and responsibilities include:

Maintenance and development of strong fundraising base; growth of new revenue

- Promote fundraising activities to new supporters including workplaces, schools/universities and clubs
- Lead events including 'Share the Dream', 'Experience the Upside', 'Challenge 21' in their development, implementation and review
- Seek new fundraising support in the local community and corporate sector
- Build relationships with local community groups to encourage their support and adoption of the charity
- Represent the charity confidently in a range of formal and informal settings
- Represent the charity on media networks in a confident and knowledgeable manner
- Maintain good and professional relationships with key stakeholders in the fundraising sector
- Increase the number of regular donors
- Seek out and apply for relevant grants
- Complete accountability reporting to grant bodies as and when required
- Identify and develop new corporate contacts

Organisational strategy and planning

- Create, communicate, and implement the charity's vision, mission, and overall direction
- Develop long- and short-term goals for the charity
- Evaluate the results of the organisation
- Prepare annual operating plans as per the directions set by Board of Trustees

Full financial P&L responsibility

- Deliver pre-agreed annual financial targets
- Monitor on-going performance against agreed KPIs
- Provide board with timely updates on performance and produce a monthly fundraising report
- Contribute to the preparation of annual budgets and plans
- Ensure continuous positive cashflow

General

- Provide excellent support and service to enquiries from members of the public/parents via phone, mail and in person
- Ensure monthly subsidy to members is completed accurately and on-time
- Liaise with key industry stakeholders and other relevant agencies in a professional and informed manner
- Undertake any other administration tasks as and when required

Candidate requirements:

- Reliable, confident, approachable and passionate
- Attention to detail – written, numerical
- Excellent verbal and written communication and presentation skills
- Able to work well autonomously and strategically
- Good interpersonal and networking skills
- Desire to build and maintain good working relationships in sector and within community
- Empathetic and community-minded

Desirable:

- Previous experience in a fundraising role is useful but not essential
- Experience developing an income and expenditure budget
- Knowledge and experience of other communications disciplines such as paid media, PR, events, digital and direct marketing
- Excellent financial acumen
- Excellent people-handling skills
- Able to speak sensitively and confidently about the needs of the Down syndrome community (this can be developed)