



Assistance Dogs
New Zealand Trust

Position Description / Corporate Partnerships Specialist

Reports to	Fundraising, Marketing & Communications Manager
Employment status	Permanent, Part-Time 0.5 FTE
Location	Fully remote - Auckland or Christchurch-based (with the option to work from our head office in Christchurch).
Working Hours	Flexible standard business hours with an expectation of some weekend and evening work as required to fulfill the requirements of the role.
Direct Reports	Nil

About Us:

Assistance Dogs New Zealand Trust (ADNZT) is a not-for-profit organisation dedicated to enriching lives through the provision of highly trained Assistance Dogs. These dogs help young New Zealanders living with a range of disabilities to live more independent and fulfilling lives. We work closely with clients, sponsors, partners, and donors to support our mission and enhance the wellbeing of individuals, families and communities across New Zealand.

Position Purpose:

As a Corporate Partnership Specialist, you will play a pivotal role in driving the growth of our corporate partnerships and donations. You will be responsible for identifying, cultivating, and securing new partnerships with businesses, while also managing and nurturing existing relationships. Your work will directly support the vital work we do and ensure that our clients continue to receive the life-changing support an Assistance Dog provides.

Key Responsibilities:

- **Build and nurture corporate partnerships:** Identify, engage, and develop relationships with potential corporate partners that align with our values and mission.
- **Create tailored proposals:** Develop compelling partnership proposals and strategies that are mutually beneficial and drive fundraising goals.
- **Manage relationships:** Oversee the stewardship of existing corporate supporters, ensuring they feel valued and engaged in our work through regular communication and recognition.
- **Collaborate with internal teams:** Work closely with the fundraising, communications, and operations teams to create integrated campaigns, strategies and initiatives that maximize corporate involvement and support.
- **Implement corporate strategies:** Play a pivotal role in the development and execution of corporate partnerships strategies that align with ADNZT's goals and objectives.
- **Track and report on progress:** Monitor partnership performance and impact, reporting back to stakeholders on fundraising achievements as outlined in partnership agreements, and highlight opportunities for growth.
- **Represent ADNZT:** Act as an ambassador for the organisation, participating in networking events, meetings, and presentations to promote the mission of ADNZT.
- **Achieve annual revenue targets:** Achieve annual revenue targets for all corporate income streams through seeking revenue opportunities and ensuring maximum return on investment.
- **Wider administration:** Maintain a comprehensive database of current and potential corporate partners.
- **Any additional duties required,** as mutually agreed, to assist in the achievement of ADNZT's overall goals and objectives.

Experience and Qualifications:

- **Proven experience** in securing corporate partnerships or sponsorships valued at \$100k+, ideally in the non-profit sector.
- **Strong relationship-building skills,** with the ability to engage and maintain long-term partnerships with a diverse range of stakeholders.
- **A strategic mindset.** Ability to think creatively, proactively identify new opportunities, and find innovative ways to drive corporate engagement.
- **Excellent communication and negotiation skills,** both written and verbal, with the ability to craft compelling proposals and deliver persuasive presentations.
- **Strong organisational skills,** with the ability to manage your time and undertake multiple projects simultaneously.
- **A passion for our cause.** A deep commitment to the mission of ADNZT and the impact of Assistance Dogs in enriching lives.

- **Industry knowledge** of New Zealand’s corporate partnerships market and/or disability sector is an advantage.
- **Experience with CRM systems** and managing partnerships and fundraising data is an advantage.

You Will Also Be:

- Resilient and adaptable.
 - Able to work effectively with people from a range of different cultures and abilities.
 - Self-motivated and able to work independently, as well as part of a team.
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Living our Values:

- People are empowered to make the right decisions and are well-supported to do this.
- We aim high and provide a quality, high level customer experience.
- We continually do our best and seek to do better every time, with every interaction.
- We aim to work in partnership with the people who benefit from our services – and with their communities.

Cultural Integrity:

- Uphold the integrity of ADNZT by carrying out responsibilities in compliance with Te Tiriti o Waitangi / Treaty of Waitangi and by demonstrating commitment through its principles:
 - Partnership – respectfully work in partnership with team members.
 - Participation – respectfully provide a safe space for, and acknowledgement to team members.
 - Protection – foster and empower the values, customs and realities of Māori.
- The above Treaty principles and way of working will also be extended to all the people we support.

Health and Safety:

- Ensure the health, safety and wellbeing/welfare of yourself and all staff, including those who Work from Home by complying with legal obligations including NZ standards and ADNZT policy and guidelines.

Quality:

- Apply the principles of ongoing quality improvement and continuous service improvement by being innovative and creative, recommending to management any potential improvements to systems, procedures and practices.
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www.assistancedogstrust.org.nz