



# Family Life International NZ

## John Paul II Centre for Life

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## Development Administrator POSITION DESCRIPTION

### Position Description

The Development Administrator will be responsible, together with the National Director, to secure financial support for our organisation.

### Key Responsibilities

- Collaborate with the National Director to create and implement a fundraising plan.
- Work with the Communications Director to develop a cohesive strategy across the organisation.
- Set and achieve fundraising goals.
- Furnish the National Director with regular progress reports.
- Collaborate with networks to identify and build relationships with new supporters.
- Maintain relationships with existing Friends for Life.
- Obtain financial support from individuals and organisations.
- Manage fundraising and special events.
- Analyse market trends and conditions.
- Generate development materials such as appeals and thank you letters.
- Build and maintain donor database, including data entry, gift processing and managing any support staff for this task.

### Skills and Qualifications

- Bachelor's degree in business, public relations, marketing or other field.
- 3+ years development or other relevant experience.
- Excellent computer skills.
- Proficient with MS Office applications and working knowledge of donor database software.
- Excellent understanding of best practices.
- Outstanding communication skills, both verbal and written.
- Ability to work independently.
- Self-motivated and able to multi-task.

### Department and Supervisor

The Development Administrator is responsible to, and works with, the National Director.

### Location

The Development Administrator will work from Family Life International's Auckland Saint John Paul II Centre for Life. In order to further the mission of the organisation, travel throughout New Zealand may from time to time be required.

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Defending Life, Faith and Family

**National Director:** Dame Colleen Bayer, DSG • **Patron:** Bishop Patrick Dunn, DD

Family Life International NZ is registered as a charitable entity under the Charities Act 2005 Registration Number CC23462

## Type of Employment

The position of Development Administrator is for 30 hours per week, which will from time to time include evening and weekend work. Remuneration will reflect the experience of the applicant and be competitive. There is opportunity for growth in the role.

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## About Family Life International NZ

Dame Colleen Bayer, DSG and Father Paul Marx, OSB, founded [Family Life International NZ](#) in 1992, in order to defend life from conception through to natural death. Through prayer, education and service we work to influence the culture and through reaching one heart at a time rebuild a culture of life and civilisation of love.

In addition to the educational and prayer focused work of the organisation, we aim to serve the community through two vital outreaches: [Gianna's Choice Pregnancy Options and Support](#) and [Family Life Catholic Gifts](#).

## Mission

To build a culture of life and love by promoting and defending the dignity of human life from conception to natural death, and by promoting marriage between one man and one woman, and the natural family, through prayer, education and service.

## Vision:

Together we courageously establish a culture of life and love where the dignity of the human person is upheld from conception through to natural death, and the natural family is upheld as the basic cell of society.

## We carry out our mission by:

- Addressing all life issues with fidelity to the social and moral teaching of the Catholic Church including abortion, contraception, chastity, marriage and family, with love for all God's people regardless of their beliefs.
- Providing practical help, support and friendship to the abortion vulnerable and wounded, their families, as well as those who may find themselves targets of euthanasia-type practices.
- Providing and producing up-to-date resources and educational programmes.
- Holding prayer vigils and other initiatives.