



Acorn Foundation Job Description

Job Title: Foundation Assistant

Organisational Relationships: CEO
Donor and Community Engagement Manager
Marketing and Events Specialist
Operations Coordinator
Donor Relations and Scholarship Coordinator
Trustees

Reports to: CEO

Hours: 40 hours per week, during M-F 8:30 am to 5:00 pm
Some early morning/evening/weekend functions

Pay Rate: \$52,000 - \$58,000/year

Date: 1 February 2022

Job Summary:

Provide administrative, operational and Marketing services to benefit the Acorn Foundation

Job tasks and responsibilities

- Answer the office phone and respond to any email inquiries.
- Take and distribute minutes and information packs for Board and Committee meetings.
- Coordinate presentations to service clubs and professional advisors.
- Work with the Operations Coordinator on the CRM database, including setting up new funds and keeping professional advisor files up to date.
- Help the Marketing Specialist keep the website and social media platforms current.
- Assist the Donor relations team with recipient reporting and distributions management.
- Schedule meetings in-person and via zoom, ensuring that calendars are kept current.
- Assist with function preparations and event executions.
- Help with physical and electronic mailings.

Personal Attributes

- Present a positive and professional demeanour.
- Ensure a healthy respect for confidentiality and privacy.
- Work with a diverse group of people, respecting all cultures, religions and backgrounds.
- Work well independently and as part of a team.
- Use personal initiative, follow through on tasks and meet assigned deadlines.
- Pay a high level of attention to detail.
- Exhibit a learning orientation.
- Appreciate, and express an understanding of, Te Ao Māori.

Requirements

- Have the right to work in New Zealand, via citizenship in either Australia or New Zealand, or with an existing valid work visa that is good for no less than two years from Feb 2022.
- Have double COVID-19 vaccinations with a vaccine approved in New Zealand, as Acorn staff members work closely with older donors and vulnerable recipients.
- University degree or applicable work experience in administration or operations.
- Exhibit excellent written and spoken communication skills.
- Demonstrate strong computer literacy – particularly in Microsoft Office Suite – and have an understanding of how a CRM database works.
- Utilise calendar scheduling either personally or for volunteer or paid work.
- Have experience with assisting at events.
- Hold a full drivers' license.

Key Performance Indicators

- Receive positive feedback from team members, including Trustees, Committee members, donors and recipients.
- Complete projects in a timely manner to an excellent standard.
- Schedule speaking engagements annually across the region:
 - A minimum of 20 service club and special interest group speaking engagements
 - A minimum of 10 professional advisor talks
- Assist with the accurate completion of the annual distributions process on time.
- Assist with the maintenance of the CRM database, keeping the professional advisors records up to date and free of errors and duplications.
- Update the website weekly or as directed by the Marketing and Events Specialist.
- Manage the schedules for the Round Table Recipient sessions and Distributions Committee recipient visits.