

Job Description

Title: Ambassador

Our Vision

A world where all children in need can realize their full potential and create a better life for themselves.

Our Purpose

To maximize the amount of sponsorship and donation funds we send to needy children and their communities.

Reports To

Sponsor Acquisition Manager (SAM)

Job Purpose

My responsibilities are to acquire quality sponsors and supporters for ChildFund New Zealand with the purpose of assisting ChildFund New Zealand to grow through:

- Working proactively and consistently to convert prospective sponsors and supporters
- Liaising and working closely with internal and external customers
- Maintaining a professional approach that reflects ChildFund New Zealand's vision and principles as set out in the "Code Of Conduct"

Key Responsibilities

My role requires me to participate in face-to-face dialogue converting prospects into sponsors. This requires me to:

- Meet company targets which can be varied at any time by ChildFund New Zealand depending on the project, enabling us to meet the market conditions, launch new product or adjust to any needs in order to meet our required objectives.
- Meet acquisition objectives, KPI's and procedures
- Complete daily / weekly / monthly processes in a timely manner
- Follow a code of conduct to ensure activities are conducted in a professional and ethical manner
- Ensure that written, computerised records and administration procedures are maintained adequately and accurately
- Liaise with all external agencies and third party suppliers, in a professional manner that are in the interest of ChildFund New Zealand
- Liaise with internal team members for product development, campaigns and reporting
- To participate in any training exercises when deemed appropriate by the SAM
- Take full ownership and care for all display equipment and promotional items
- Work designated hours as operated by the venue or ChildFund New Zealand - this will involve some weekends as well as some late night work.
- Occasionally there is a need to work outside of normal working hours for which you will be expected to be available.
- ChildFund is a national operation that will require you to work outside of Auckland
- To complete other tasks deemed necessary by ChildFund Management

