

Role Description: Marketing and Events Co-ordinator

Graeme Dingle Foundation – Northern Region

20 hours per week

Reports to: Group Regional Manager Northern

Location: Mt Wellington, Tāmaki Makaurau / Auckland

Date: August 2026

Closes: 31 August 2026

Purpose of the role

The Marketing and Events Co-ordinator plays a key role in increasing the profile, sustainability and impact of Graeme Dingle Foundation programmes. The role is varied supporting marketing activity, sponsor relationships and event co-ordination that strengthen community engagement and funding outcomes.

Key responsibilities

1. Marketing and communications

- Support the development and delivery of regional and national marketing activities
- Create and coordinate marketing content including newsletters, social media posts, website updates and print materials
- Ensure consistent branding and messaging aligned to Graeme Dingle Foundation values and guidelines
- Collect stories, photos and impact data from programmes for use in communications and reporting
- Assist with media opportunities and promotional campaigns

2. Sponsorship and partnerships

- Support the acquisition, retention and stewardship of sponsors and partners

- Maintain accurate records of sponsorship agreements, deliverables and reporting requirements
- Coordinate sponsor recognition across marketing channels and events
- Support the preparation of sponsorship proposals, presentations and post-event or end-of-year reports
- Build positive relationships with sponsors, donors and community partners

3. Events coordination

- Plan and deliver fundraising, stakeholder and community events
- Coordinate logistics including venues, catering, run sheets, registrations and volunteers
- Support sponsor events and programme-related celebrations
- Manage event budgets and track expenditure

4. Administration and reporting

- Track marketing, sponsorship and event activity and provide regular reporting
- Support database management including contacts and communications lists
- Work closely with programme, regional and national teams to align activity
- Contribute to continuous improvement of systems and processes

Key relationships

- Northern programme delivery staff
- National marketing, events and fundraising teams
- Sponsors, donors, schools, and community stakeholders

Skills and experience

- Experience in marketing, communications, fundraising, sponsorship or events coordination
- Strong written and verbal communication skills
- Confident relationship builder with a customer-focused approach
- Highly organised with strong attention to detail
- Ability to manage multiple priorities and meet deadlines
- Comfortable working independently and as part of a team
- Experience in the not-for-profit or education sector is an advantage
- Experience supporting or working alongside diverse teams and stakeholders
- Understanding of Te Tiriti o Waitangi and its application in organisational practice
- Ability to incorporate Te Ao Māori perspectives into day-to-day work, including appropriate use of reo Māori, tikanga, and kaupapa Māori concepts
- Willingness to continue learning

Personal attributes

- Passion for supporting rangatahi and whānau outcomes
- Proactive, adaptable and solutions-focused
- Professional, approachable and values-driven
- Alignment with the kaupapa and values of Graeme Dingle Foundation