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**POSITION DESCRIPTION**

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| **Position Title** | **Grants Administrator** |
| **Status** | **Permanent, 30-40 hours (negotiable)** |
| **Location** | **Tauranga** |
| **Reports to:** | **Community Impact Manager** |
| **SECTION 1 — POSITION EXPECTATIONS**  **BACKGROUND**  TECT Community Trust is a community funder that supports local initiatives, facilities and events that bring vibrancy, connectedness, growth and economic benefits to our region. Through our funding we see lives changed, our environment restored, people active and connected, and a future for the Western Bay of Plenty that looks brighter. We have been at the heart of our community for over 30 years, and our small but passionate team thrives on seeing our community flourish. We are part of the fabric of this region and are ambitious for the future of our community.  **OUR HIGH-LEVEL GOALS ARE**   * **Our Vision** - A thriving, caring and connected community here in the Western Bay of Plenty. * **Our Mission** - To responsibly manage our investments and effectively distribute funds for the long-term benefit of the community we serve.   **STRATEGIC OBJECTIVES**   * **Grantmaking** -Through knowledge of the community, collaborative attitude and desire to see the region thrive, TECT will provide support to grassroots and major projects alike into the future. The ability to impact the next generation for the better is limitless. * **Finance and Investment -** To manage our investments in a manner consistent with our Trust Deed and values so that the funding available to distribute is maximised. * **Governance and Operations -** To ensure effective and efficient delivery of our vision and mission in accordance with our values.   **THIS POSITION IS RESPONSIBLE FOR:**   * The role is primarily responsible for supporting the delivery of the grants programme and the work of the grants team. This Position Description forms a component of the Grants Administrator performance agreement alongside other components such as TECT’s Strategic Plan, Annual Plan, Trust Policies and the Staff Handbook. | |

**SECTION 2 —POSITION SPECIFICATIONS**

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| **FORMAL QUALIFICATIONS**  **Desirable:**   * You’ll be an experienced administrator with relevant tertiary qualifications in business administration, management, communications or similar. |
| **EXPERIENCE / SKILLS**   * A passion for people and the community * Outstanding customer service and interpersonal skills with the ability to create and maintain strong relationships * An understanding of how community organisations operate * Good listening skills and a commitment to continued learning and personal development * Take accountability for your work and thrive in an environment that encourages teamwork and a sense of purpose * Communicate effectively (orally and in writing) for a wide range of audiences * Strong administrative skills and a minimum of 5 years’ experience in a professional office environment. * Advanced computer skills, proficiency with MS Office and experience with a range of database programmes and CRMs at user and implementation levels * Be able to read and understand financial statements * Proven relationship/client management experience in a professional and corporate environment. * Proven ability in data management and reporting skills. * Interest and background in one or more not for profit sectors including environment, health & social services, arts & culture, events or youth development. * Current full drivers’ license. |
| **TECHNICAL/FUNCTIONAL EXPERTISE**   * Experience using and implementing a range of online and standalone databases/CRMs/Grant management programmes * IT and programme skills including Word, Outlook, Excel, PowerPoint, internet and AI tools. |
| **PERSONAL VALUES AND BEHAVIOURS**  **Be Prudent –** actwith wisdom and care to preserve the social and financial value of the Trust.  **Be Fair -** being impartial  **Be Open -** Being transparent, approachable, flexible and adaptable.  **Be Proactive -** Make things happen by identifying needs & opportunities, when necessary, initiating change.  **Be Collaborative -** Working with others to identify priorities, improve performance and achieve great outcomes. Be a flexible team player  **Be Respectful -** Be discrete and maintain confidentiality; trustworthy  **Have Integrity -** Doing things well through good judgement, sound ethics, professionalism and consistency. |

**SECTION 3 — POSITION DIMENSIONS**

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| Number of people reporting directly to you: | 0 |
| Salary Range | $65,000 - $75,000 |
| Most Frequent Contacts | * Staff at TECT * TECT Trustees * Community partners & organisations, grantees, public, other funders * External stakeholders |

**SECTION 4 — POSITION RELATIONSHIPS**

**TECT - Organisational Chart**

Chief Executive

Community Impact Manager

Grants Advisor

Communications Coordinator

Finance & Investment Manager

Accounts Administrator

Grants & Event Fund Advisor

Grants Advisor

Grants Administrator

**SECTION 5 — POSITION ACTIVITIES**

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| **Key Tasks &**  **Overall Purpose** | **Accountabilities** |
| **Grants Administration**  ***Support the delivery of TECT’s Grants Programme in accordance with the Grants Strategy and supporting policies*** | * Respond to funding enquiries and clearly communicate eligibility, criteria & application timelines. * Guide applicants through the online application process and completion of funding requests. Follow up on any unsubmitted requests. * Process funding applications ready for full assessment * Produce written assessments of grant applications to support the funding decision-making process by TECT trustees. * Develop & maintain positive relationships with grantseekers & stakeholders * Provide general administration support to the Grants team. * Monitor and review funding accountability/evaluation reports. * Prepare funding agreements/response letters as per funding resolutions * Process claims for drawdown of granted funds * Seek regular updates on funded projects/initiatives * Monitor and follow up on grants not uplifted by their due date * Prepare appropriate funding reports as required * Represent the Trust at funding forums to present on the Grants programme * Represent the Trust at events related to Grants awarded * Assisting with research and evaluation requirements * Maintain the SmartyGrants online application system, including funding rounds, form updates, and provide user access support. |
| **General Tasks**  ***Support the wider TECT team and organisational outcomes*** | * Health and Safety - take reasonable care of your own health and safety and take reasonable care that others are not harmed by something you do or don’t do. Follow any reasonable instructions given to you, and cooperate with any reasonable health and safety policy and procedure * Develop and maintain positive, collaborative working relationships with key stakeholders * Any other tasks to support the wider TECT team and TECT * Participate in team activities and support TECT-delivered events |