

POSITION DESCRIPTION

Position Title	Grants Advisor (2 roles)
Status	Permanent, 30-40 hours
Location	Tauranga
Reports to:	Community Impact Manager

SECTION 1 – POSITION EXPECTATIONS

BACKGROUND

TECT 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 almost 30 years, and it's all been made possible thanks to our small but passionate team that thrives on seeing our community flourish.

OUR HIGH LEVEL GOALS ARE

- **Purpose** – To make a significant impact on shaping the quality of life and wellbeing of current and future generations in the Western Bay of Plenty. We are part of the fabric of this region and are ambitious for the future of our community.
- **Vision** – A thriving, caring and connected community.
- **Mission** – Responsibly manage our investments and effectively distribute funds for the long-term benefit of the community we serve.

OUR WAY OF WORKING

- **Impact Focused** – We aim to be embedded in our community and to meaningfully contribute to community wellbeing & quality of life.
- **Collaborative** – We use our resources collaboratively alongside other funders and together we work to bring about sustainable and equitable change in our region.
- **Balanced Approach** – We will balance our approach between responsive and strategic funding.
- **Enabling** – We believe in empowering communities to lead change and we aim to be approachable, accessible and enabling of community aspirations.
- **Agile** – We recognise the value of being nimble and flexible and can respond quickly to opportunities that arise and adapt as the needs of our partners and communities change.
- **Commitment to Māori** - We recognise the importance of building meaningful relationships with tangata whenua and enabling the aspirations of Māori in our region. We are committed to developing our understanding of our role as Treaty partners under Te Tiriti o Waitangi.

THIS POSITION IS RESPONSIBLE FOR:

- The role is primarily responsible for supporting the delivery of the grants programme. This Position Description forms a component of the Grants Advisor performance agreement alongside other components such as TECT's Strategic Plan, Annual Plan and Trust Policies.

SECTION 2 – POSITION SPECIFICATIONS

FORMAL QUALIFICATIONS

Desirable:

- You'll be an experienced administrator with relevant tertiary qualifications in business administration, management, communications or similar.
- Current full drivers' license.
- Proven intermediate level skills in Microsoft Word, Excel, Outlook and online CRM's.

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 3 years' experience in a professional office environment.
- Strong computer skills, proficiency with MS Office and experience with a range of database programmes and CRMs at user and implementation levels
- Diploma or degree in a relevant field or equivalent experience in the philanthropic, community development, or grant/project management roles.
- 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.

PERSONAL VALUES AND BEHAVIOURS

Be Prudent – act with 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.

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

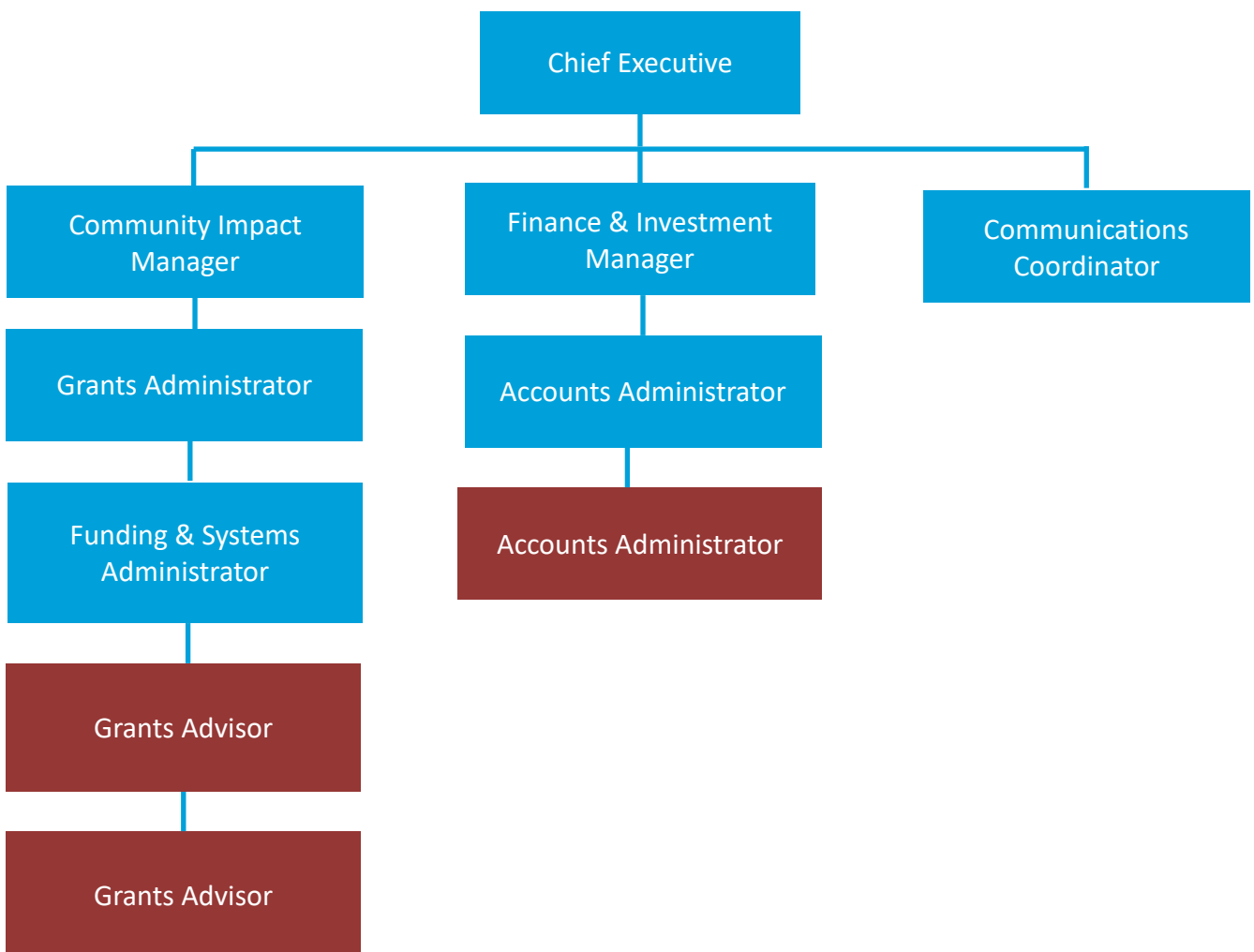
Have Integrity - Doing things well through good judgement, sound ethics, professionalism and consistency.

SECTION 3 – POSITION DIMENSIONS

Number of people reporting directly to you:	0
Salary Range	\$65,000 - \$75,000
Most Frequent Contacts	<ul style="list-style-type: none"> • Staff at TECT • Board of Trustees • Community partners & organisations, grantees, public, other funders • External stakeholders

SECTION 4 – POSITION RELATIONSHIPS

TECT - Organisational Chart



SECTION 5 – POSITION ACTIVITIES

Key Tasks & Overall Purpose	Accountabilities
<p>Grants Administration</p> <p><i>Support the delivery of TECT's Grants Programme in accordance with the Grants Strategy and supporting policies</i></p>	<ul style="list-style-type: none"> • Respond to funding enquiries and clearly communicate eligibility, criteria & application timelines. • Guide applicants through online application process and completion of funding requests. Follow up any unsubmitted requests. • Process funding applications ready for full assessment • Undertake site visits to meet applicants and evaluate grant applications • Produce written assessments of grant applications to support funding decision making process by TECT trustees. • Develop & maintain positive relationships with grantseekers & stakeholders • Assist and facilitate the capability development of community organisations • Provide general administration support to Grants team. • Monitor and review funding accountability/evaluation reports. • Administering grant payment processes • 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
<p>Collaborative Fund Management</p> <p><i>Lead the day-to-day coordination and administrative functions of any joint funder collaborations TECT may be involved in from time to time, and ensure there are appropriate reporting mechanisms for all fund contributors.</i></p>	<ul style="list-style-type: none"> • Coordinate the delivery of joint funder initiatives in accordance with the joint fund criteria, fund model and service agreements between funders. • Provide exceptional customer service to community organisations, clearly communicating fund eligibility, criteria & application timelines. • Guide applicants through the online application process and follow up any unsubmitted requests. • Process applications in accordance with assessment criteria, providing robust assessments of applications against the funding values and fund criteria. • Work closely with joint funders to inform the assessment and decision making process. • Ensure all projects are financially accountable and their KPI's for accountability and reporting are met. • Build and maintain strong internal and external relationships • Coordinate fund communications and ensure all external fund information is up to date. • Coordinate fund meetings including decision making panel meeting • Undertake financial reconciliation of funds for all funders
<p>General Tasks</p> <p><i>Support the wider TECT team and organisational outcomes</i></p>	<ul style="list-style-type: none"> • Health and Safety - take reasonable care of your own health and safety and 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 • Uphold the reputation of the Trust • Support other marketing and events organised by TECT • Contribution to systems development