

JOB DESCRIPTION

JOB TITLE – Community Engagement and Funding Manager

Status:

Ongoing, permanent position offered at .8 or .9 EFT, negotiable

Salary: \$75,000 - \$80,00 pa (pro rata)

Location:

The Wellington Community Trust (WCT) office is based in the Wellington CBD, however the role requires travel throughout the region, as far north as Otaki.

About the Wellington Community Trust

The WCT has supported community initiatives in the Wellington region for 30 years. Over that time we've provided more than \$40m to social services, environment and heritage projects, the arts and sport and recreation. We fund up to Otaki, in Porirua, the Hutt Valley and Wellington city.

Governed by a Board of up to nine Ministerially appointed Trustees and managed by a chief executive, the Trust currently has \$70m under management. In the 2018/19 financial year the Trust will distribute approximately \$2m throughout the region to about 175 not for profit organisations.

PURPOSE OF POSITION

To support the Trust and its stakeholders by building relationships, communicating and actively promoting the Trust's vision and goals.

REPORTING

The position reports to the WCT Chief Executive.

PRIMARY OBJECTIVES

1. To assist in the development and implement of the Trust's granting and engagement strategies.
2. To develop and maintain community, philanthropic and funders networks both within the region and outside.
3. To provide sound, evidence-based advice and recommendations on funding applications.
4. To provide assistance to the Chief Executive.

KEY RESPONSIBILITIES

Grant Applications

1. Process applications received from community groups into database and update same following Board decisions.
2. Assess grant applications in line with the Trust's policy, guidelines and values and provide written recommendations, and where appropriate conditions, to the Board.
3. Provide advice and support for all applicants and potential applicants and communicate Board decisions to applicants in a timely manner.
4. Ensure all conditions are met prior to release of funds.
5. Record grant commitments and update multi-year funding.
6. Maintain an up-to-date procedure manual.
7. Develop and maintain a methodology to evaluate the outcome of the funding.
8. Assist with all Trust enquiries and provide excellent customer service.

Community Engagement

1. Build and maintain networks in the community.
2. Identify community and sector needs in line with Trust goals.
3. Attend and/or arrange funding forums in conjunction with other local funding agencies if and when appropriate.
4. Plan and organise community consultation seminars and workshops
5. Undertake special projects
6. Assist the Wellington Airport and the five Councils within our region to manage the annual Community Awards.

Finances and Technology

1. Reconcile all donations figures monthly and operate within the annual granting budget.
2. Assist, when necessary, with annual reporting requirements, preparing the Annual Report and organising the Annual Public Meeting.
3. Remain conversant with the Trust's database and continue training.
4. Manage the integrity of data on the Trust's database.

Policy and Research

1. Generate timely reporting on granting patterns and grant outcomes from the Donor Management System (DMS) as agreed with the Chief Executive
2. Access and utilise appropriate research to ensure policy is appropriately aligned.
3. Maintain high levels of sector knowledge.
4. Contribute to the Trust's strategic thinking and planning.
5. Ensure relevant research and statistical information is sourced and used as a base for policy development.

Combined Community Trusts

1. Build and maintain a relationship with the Funding Adviser Network (FANs) and attend FANs meetings.
2. Attend, when necessary, meetings of Trust colleagues, and the Combined Community Trusts' and the Philanthropy NZ's biennial conferences.

EXPERIENCE AND QUALIFICATIONS

- **Understanding of, and affinity with, the charitable trust, community issues and not-for-profit environment**
- **Three to five years' experience in the charitable trust environment or similar**
- **Track record of successful community engagement and relationship management skills**
- **Advanced technology and office administration skills, previous experience with FLUXX or other grants management system is desirable**
- **Proven ability in analytical, database and reporting skills**
- **Excellent oral and written communications skills**
- **A clean full drivers licence and access to a reliable vehicle**
- **A relevant tertiary qualification is desirable**

Key Relationships:

WCT	External
<ul style="list-style-type: none">• Chief Executive• Grants Administrator and Finance & Communications Coordinator• Trust Accountant• Trustees• Other contractors	<ul style="list-style-type: none">• Community groups• Grant applicants• Strategic partners• Local and central government agencies• Other funders• Media• Printers• Other suppliers• Auditors

Approved by CE:

Agreed by Community Engagement and Funding Manager:

.....

Date:

.....