Funding Co-ordinator

(Part-time – 15-20 hours per week)

Do you:

- Have national fundraising administration experience?
- Have great administrative and communication skills?
- Want to be part of a values-based national organisation?

Then GirlGuiding New Zealand is looking for you.

GirlGuiding New Zealand is a not-for-profit, values based organisation offering girls and young women a range of comprehensive programmes that encourage personal and social development, participation, leadership, outdoor and environmental appreciation and community awareness and involvement.

Our mission is to empower girls and young women to reach their full potential and make a difference in the world.

This Christchurch-based part-time position reports to the Chief Financial Officer.

For this position, we are seeking an experienced coordinator to work with National Office staff and volunteers country-wide to co-ordinate facets of GirlGuiding NZ's fundraising (this role does not include our major fundraiser, Guide biscuits). You will be working as part of a team at National Office in Christchurch covering areas such as:

- identifying opportunities to secure funding;
- completing funding bids;
- establishing a national co-ordinated overview of all funding applications; and
- ensuring all reporting requirements are met.

The successful applicant will have:

- A systematic and structured approach to target accomplishment;
- Strong reporting and analysis skills;
- Effective problem solving skills;
- Be flexible and adaptable to changing business needs;

To apply, please provide a covering letter addressing the key results areas in the job description along with a copy of your CV.

For a copy of the job description or further information, please email deirdre.larsen@girlguidingnz.org.nz or call 03 363 1474.

Applications close Monday 15 March 2010.

POSITION DESCRIPTION

Position:	**Funding Co-ordinator**
Location:	**National Office**
Reporting to:	**Chief Financial Officer**
Issue Date:	**February 2010**
Delegated Authority:	**Nil**
Staff Responsibility:	**Nil**

OUR VISION:

A dynamic value based organization, valued by girls, leaders and the community, continually strengthened through:

- Investing in quality leadership and quality programs
- Effectively utilising all our available resources (knowledge, people and finances)
- Building partnerships with our diverse communities and being responsive to changing needs

OUR VALUES:

GirlGuiding New Zealand will incorporate these values and attributes in its policies, processes, investments, operations and decision making.

- ✓ Valuing and empowering girls
- ✓ Honesty and reliability
- ✓ A culture of friendliness and ambitious fun
- ✓ Connecting and working cooperatively with others and the community
- ✓ Responsible and accountable behaviour
- ✓ Respect and service to others
- ✓ Wise use of resources
- ✓ Accepting and providing challenges and learning from them
- ✓ Caring environment
- ✓ Cultural inclusiveness and understanding our global connections

Position Description Approved By:

_____

Chief Executive

Date: ……/……/……

Purpose of the Position:

The role of the Funding Co-ordinator is to support, promote and operationalise GirlGuiding New Zealand strategies. Contributes to the delivery of funding opportunities. Supports and establishes procedures and reporting processes that ensure successful funding is optimised. Provide leadership and management in respect to grant and funding applications.

The position requires a proactive approach to identifying areas for funding, co-ordinating the organisations applications, and implement as directed.

Duties include:

- Identify opportunities for GirlGuiding New Zealand to secure funding from a range of sources, including charitable bodies and government funding initiatives
- Completing funding bids on behalf of GirlGuiding New Zealand, that secure funding that will assist the organisation to meet is strategic objectives and KPIs
- Establish and maintain relationships with key external funding bodies as required
- Establish a national coordinated overview to all funding applications
- Administering and implementing all aspects of the grant management, ensuring all reporting and evaluation requirements are met.

Working Relationships

Internal:

- National staff
- Zone personnel
- Regional personnel
- District personnel

External:

- Funding bodies
- Community groups
- Government agencies

Key Accountabilities:

Key Result Area	Accountabilities
Relationship Management	• Leads the development and maintenance of systems that monitor and evaluate the achievements from funding inputs. • Proactively manages relationship with external stakeholders to a high standard and identifies opportunities to promote GirlGuiding New Zealand to funding bodies. • Promote an appropriate level of understanding among key stakeholders regarding the activities of GirlGuiding New Zealand.
Attracting funding	• Identifies and researches appropriate funding opportunities that support the national strategic objectives and key operational deliverables. • Responds to new funding possibilities developed by other GirlGuiding New Zealand staff and members.
Operational Performance	• Contributes to the annual planning round with strategies to enhance funding possibilities. • Ensures all key targets, milestones, timeframes and budget requirements targets are met. • Establishes funding needs for GirlGuiding New Zealand and works with the Senior Management Team (SMT) to prioritise these. • Committed to ongoing professional development and keeping up to date with relevant economic and social policy changes that may influence funding opportunities.
Information Management and Reporting	• Prepares and returns accurate, relevant and timely reports to all stakeholders • Develop and maintain quality assurance systems/mechanisms to enable monitoring and evaluation on a National basis. • Maintains an electronic data base of funding applications and outcomes and ensures administration and reporting are up to date. • Reports to SMT on successful/unsuccessful applications to strengthen funding opportunities. • Provides as requested a summary to the SMT of fundraising performance. • Submits applications for funding to appropriate funding bodies on time and with the required documentation.
Team Contribution	• Acts in accordance with our vision, mission and values. • Share knowledge and skills with Finance team and other GirlGuiding New Zealand staff and members as appropriate. • Establishes and maintains effective working relationships. • Provides timely and high quality information, guidance and advice on appropriate funding opportunities. • Contributes to the objectives and KPIs for the organisation.

Administration and Communication	• Maintains formal and informal communication with the range of stakeholders/ partners and ensure all are informed of the organisation's current activities and opportunities for collaboration are maximized. Manage and plan activities for their area of responsibility.

PROFESSIONAL KNOWLEDGE AND EXPERIENCE

- Ideally have national fundraising administration experience
- Successfully interacts with individuals and groups when gathering information
- Computer literacy in Microsoft office (in particular Word and Excel)
- Clear oral and written communication skills
- Strong self-management and interpersonal skills
- Attention to detail
- Well organised

ATTRIBUTES/SUCCESS FACTORS

- Strong reporting and analysis ability
- Displays effective problem solving skills
- Flexible and adaptable to changing business needs
- Systematic and structured approach to target accomplishment
- Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected

GirlGuidingNZ