



Community Funding Manager: Job Description

Title: Community Funding Manager

Status: Permanent

Hours: 30 hours

Location: Wellington CBD

Remuneration: \$77,500 – \$104,800 FTE, pro-rated to reflect the 30 hours

Tēnā koe. I runga i ngā tini āhuatanga o te wā tae noa ki ō tātou mate. Kua tangihia, kua mihiā rātou mā e taea ai te kīi kua ea. Waiho rātou ki a rātou. Ko tātou ngā mahuetanga iho, tēnā tātou katoa. Nau mai, kuhu mai ki tēnei kaupapa nui hei oranga mō te tāngata o te rohe nei. Nau mai, haere mai e te ringa tōhau nui.

About Wellington Community Fund

Wellington Community Fund (WCF) is a grantmaker with the vision of: Thriving communities across the Wellington Region. Our purpose is to invest in the communities of the Wellington region. We seek to do this in Te Upoko o Te Ika, from Ōtaki down the Kāpiti Coast to Porirua, Wellington, and the Hutt Valley, by being responsive to changing community aspirations and needs. We provide just over \$2million in annual funding to enable not-for-profit organisations to respond to the needs of their communities now and for generations to come.

We operate two funds

He Rau Aroha funds mana whenua and taura here to advance Māori aspirations. Te Ohu Manaaki, a Board committee comprising trustees with Māori whakapapa, makes decisions on all applications to He Rau Aroha.

General Grants provides funding for organisations delivering social services. Applications seeking less than \$20k are decided on the Chief Executive and grants seeking more than \$20k are decided by the Trustees.

We have four team members. We are governed by a Board of Trustees who are appointed by the Minister of Finance via the Cabinet Appointments Committee. We are one of 12 community trusts and are bound by the Community Trusts Act. Our strategy and more information can be found on www.wellingtoncommunityfund.org.nz.

These values underpin our work:

- Respect
- Upholding Te Tiriti o Waitangi and its principles
- Mana enhancing practice
- Advancing equity and inclusion
- Responsiveness & flexibility
- Responsible investing
- Transparency
- Genuine relationship building

Purpose of position

This role:

- Builds and manages relationships with community groups and other funders in the greater Wellington region.
- Supports community organisations with pre-application support, and assists with applications.
- Undertakes due diligence and applies WCF policies to make high quality funding recommendations.
- Manages the fund, which includes tracking distribution across a financial year and against strategy, and preparing and presenting reports to the Board.

Person specification

This is a broad role that suits someone with a generalist skill set who likes variety. On any day you'll need to consider strategic alignment, build relationships with a wide variety of people, analyse applications or write up funding recommendations, and undertake associated administration.

We operate in a dynamic environment in terms of community needs and opportunities, and we stay agile to maximise the difference we can make. Therefore, you'll need to be comfortable with change, open to learning, and committed to improving how we do things. You'll be a team player as given the small size of the staff, we help and back up each other.

The team

The position reports to the WCF Chief Executive Officer.

WCF also employs a Kaitakawaenga Māori who manages He Rau Aroha and an Operations and Governance Coordinator, as well as contracting in specialist services like finance, investment management, and IT support. We have working relationships with our colleagues in the other community trusts around New Zealand.

Team members work two days in the office (or more if you prefer), which is located on Lambton Quay. You will require your own car to travel to some community hui, and will be reimbursed for expenses.

Primary objectives

- Develop and strengthen WCF's relationships with priority communities as outlined in WCF Strategy.
- Manage the implementation of the General Grants Fund.
- Provide sound, evidence-based advice, and recommendations on funding applications.
- Identify ways WCF can increase the efficiency and impact of its activities, and provide advice into strategy and planning.

Engagement

- Build and maintain positive relationships with community organisations and their stakeholders in the Wellington region.
- Foster constructive relationships with other philanthropic agencies and grantmakers to improve the funding system for community organisations.
- Promote all of WCF's funding opportunities to communities in the greater Wellington region.
- Undertake special projects as required.

Grants

- Manage and administer the General Grants fund, including oversight and implementation of the end to end process in WCF's grantmaking software.
- Assess funding opportunities in line with the WCF's policy, guidelines and values.
- Provide written recommendations and reports to the Chief Executive and/or Board; and communicate decisions.
- Support organisations in the pre-application and application stages.
- Assist the Kaitakawaenga Māori as requested and appropriate with management of He Rau Aroha.
- Help with any other fund programmes WCF may distribute.

Policy and research

- Contribute expertise on community issues and grant making best practice.
- Access and utilise appropriate research to ensure policy is appropriately aligned.
- Maintain high levels of sector and community knowledge.
- Contribute to the WCF's strategic thinking and planning, including the preparation of reports tracking fund distribution against strategy.

Required attributes

- Experience working in, and affinity with, the community sector and not-for-profit environment.

- Demonstrated success with developing and maintaining excellent relationship skills with diverse audiences and communities, including WCF's priority communities.
- Commitment to Te Tiriti o Waitangi in both principle and practice, with – at a minimum - basic te reo Māori skills and understanding of tikanga Māori.
- Digital literacy competence, including ability to administer grantmaking software, Microsoft products and use of AI.
- Track record of identifying and implementing process, system and service delivery improvements.
- An eye for detail, sound verbal and written communication skills, good judgement and decision-making abilities.
- A clean full drivers' licence and access to a car for travel to community meetings.
- Experience in fund distribution is desirable.
- Knowledge and experience of community development issues, and of key issues related to equity are highly desirable.
- A relevant tertiary qualification is desirable.

Key relationships:

WCF	External
<ul style="list-style-type: none"> • Chief Executive • Kaitakawaenga Māori • Operations and Governance Coordinator • Trustees 	<ul style="list-style-type: none"> • Community groups • Grant applicants • Other grantmakers and philanthropists • Mana whenua groups Te Āti Awa / Taranaki Whānui, Ngāti Toa Rangatira, Ngāti Raukawa • Taura here organisations in the region • Strategic partners • Local and central government agencies