

## **JOB DESCRIPTION**

*(To be finalised upon appointment)*

<b>Position Title:</b>	Funding Coordinator
<b>Reports to:</b>	CEO
<b>Hours:</b>	0.5 FTE (20 x Hours Per Week)
<b>Term:</b>	Permanent
<b>Pay:</b>	\$25 to \$35 per hour

### **Context:**

The Nelson Environment Centre (NEC) is a not-for-profit that helps the Nelson Tasman community live more sustainably and reduce its impact on the environment. Established in 1976, we're proud to be the oldest Environment Centre in NZ.

With 20 team members and 30 volunteers across two locations, we provide a range of services to assist people to take positive action: the ReUse Shops based in Tahunanui, Electronic Waste Recycling, and advice for businesses and organisations on how to reduce waste. We provide information and resources for the public and run community workshops on a variety of environmental topics. We also operate Kai Rescue, an initiative that collects surplus food and distributes it to charities to give to people in need. We help people to recycle, reduce waste and reduce energy use. We empower them to create healthy soils and gardens, grow food and to live well.

Our aim is to inspire, inform and assist people to meet today's environmental challenges.

Our operations are located:

- 6 Vivian Place – Nelson Environment Centre Head Office, ReUse Shops & E-Waste programme, located at the entrance to the Nelson City Council Transfer Station and within the Transfer Station.
- 53 Collingwood Street, Rear Access Malthouse Lane – Kai Rescue Programme. From this warehouse we collect, sort and distribute approx. 120 tonnes of food per year.

The Funding Coordinator will work closely with the CEO to support the development and implementation of NEC's funding strategy. This will ensure the delivery of key community programmes such as, Kai Rescue – Currently sharing over 2.5 tonnes of food per week to those that need it most and E-Waste – reusing, recycling and repurposing over 20 tonnes of electronic waste per year.

### **Job Purpose**

The purpose of the Funding Coordinator is to identify funding opportunities for current and upcoming NEC Programmes and to develop and submit applications. Assist with the project coordination and reporting of existing programmes funded by the Ministry for the Environment (or other funding bodies). Identify and support in the management of donor relationships on key grants. Seek new opportunities and assist in the delivery of key funding activities and events.

### **Primary Duties and Responsibilities**

- Liaise with CEO to prioritise and coordinate applications that support the delivery of NEC's strategic plan.
- Research the priorities of new and existing donors and keep up-to-date with funding opportunities.
- Maintain an accurate calendar and database of current and prospective donors, funding applications and their outcomes.
- Preparation and delivery of funding proposals and grant applications.
- Research new opportunities.
- Support the organisation and the delivery of funding event/s.

### **Skills and experience**

- Excellent writing skills with the ability to produce concise and relevant proposals.
- High standard of computer literacy (Excel, Word, Outlook).
- Meticulous attention to detail.
- Ability to follow both written and verbal instructions with minimal supervision.
- Relevant fundraising experience and proven track record of success.

### **Personal Attributes**

- A commitment and interest in environmental issues and the principles of sustainability.
- Enthusiasm and dedication.
- Self motivated and able to work independently.
- Strong people skills, able to interact with a wide range of people and groups.
- A willingness to work in an environment concerned with bringing about change and the flexibility needed to work in such an environment.

**Hours of Work and Term of Contract**

- The position is based on 0.5 FTE (20 hours per week).
- Hours are flexible relative to the workflow.
- Performance review to be conducted by the CEO.

**Relationships & Customer Service**

The Funding Coordinator will Develop and maintain positive relationships with donors and partner agencies, maintain positive relationships with all Nelson Environment Centre volunteers, staff and management.

A willingness to contribute to a productive, collaborative and positive work environment.