

# The Colville Project



## Job Specification

**Position:** Funding Person

**Type:** Part-time (up to 20 hours per month)  
Fixed term (FT) for 1 year (FT due to uncertain funding)

**Role Purpose:** To enable the accomplishment of The Colville Project by implementing, reviewing and developing the TCP funding plan; researching and growing opportunities for potential partnership, sponsorship, investment, debentures and other alliances; and maintaining and building good relationships with current and potential funders and supporters.

**Background:** The Colville Project is a social change and community development project governed and managed by The Colville Project Charitable Trust (TCPT). TCPT was registered with the Charities Commission in 2018. Our beneficiaries are the communities of the Northern Coromandel Peninsula from Papa Aroha on the west coast, north to Moehau and southeast to Tuataewa.

Our vision: The Northern Coromandel Peninsula is a thriving place to live, work and play across our lifespan.

Our mission: Ensure the ongoing wellbeing of the Northern Coromandel Peninsula community to support a strong circular economy.

**Reporting to:** The Colville Project Trust Board (*the Board*) through the delegated liaison person.

**Key relationships:** The Colville Project Board & Treasurer, TCP Finance Support and other contractors, TCP staff and volunteers  
Relevant stakeholder groups, e.g. community, government agencies, funding bodies, and other organisations as appropriate  
Potential and actual investors, allies and partners

## Specific duties - Service Specifications

### 1. Strategic Tasks

- Implement, review and develop the TCP Fundraising Plan in line with the TCP values and Design and Development Principles
- Create, develop and maintain relationships with funders and other relevant parties (e.g. corporates, businesses, investors, sponsors, philanthropists, government agencies) alongside delegated Trustee/s, and as approved by the Board
- Liaise closely with the TCP Board Treasurer and support and participate in funding-based TCP Board sub-committees, as required
- Support the Board with the development, delivery and evaluation of its Delivery Plan and budget
- Identify to the Treasurer and/or Board Chair/s (as appropriate) where procedures are missing; and liaise with Board Support and Treasurer in the development and review of procedures as required
- Work with the Board and other relevant parties, to update TCP's Business Plan
- Research the requirements and considerations for investment and debenture packages, for presentation to the Board

- In liaison with the Marketing & Communications Person, develop investment, debenture and/or other financial packages documents as directed by the Board
- Research and consider potential partnerships that meet TCP's values and Design and Development Principles
- Formal reporting to the Board at each Board meeting, including highlighting any potential, real or perceived risks that arise
- In liaison with the Board Support, gather data and statistics to support TCP & its funding applications

## **2. Ongoing Funding Tasks:**

- Identify potential grant and funding opportunities
- Get quotes for projects and access appropriate funders (in conjunction with Board Support and/or Technical Support)
- Communicate with funders to clarify requirements and approach prior to funding applications
- Create and regularly update the TCP funding calendar
- Prepare and submit applications, proposals etc as approved by the Board (including to government agencies, businesses, corporations, sponsorship, and philanthropic entities)
- Prepare and lodge accountability reports to funders
- Share successful funder logos for acknowledgment (e.g. through the TCP website, Pānui articles, Annual report)
- Follow up on Board requests in relation to partnership/investment/debenture development, stakeholder liaison and in other areas as required, including assisting the Board to present packages to potential parties

## **3. General**

- Attend Board working party meetings as required
- Maintain effective filing systems in the TCP G-Drive
- Forward relevant communications to the Treasurer, Board Chair/s or relevant Board member
- Forward invoices and other financial documents to the Finance Support person
- Work with the Board Support to maintain and develop TCP CRM database
- Liaise with experts who are working with the Board, as appropriate
- Act as an advocate for The Colville Project

## **4. Self-Management**

- Meet regularly with designated Board member; and provide updates as to hours worked and outcomes
- Participate in and complete any agreed training / support
- Advise the designated Board Member of changes in availability in a timely manner

## **Person Specification:**

- Excellent communication skills
- Competent user of technology, including word, g-suite, excel, powerpoint, email
- Excellent organisational skills
- Ability to self-manage and work to requests
- Research and relationship management skills
- Proven experience with successfully obtaining funding (experience with achieving funding through/from a range of sources preferred)
- Understanding of planning and budgeting procedures
- Report writing experience

**Note:** There is the opportunity to combine this role with the TCP Marketing role, for the right applicant.