



POSITION DESCRIPTION

Tararua District Coordinator
Te Awa Community Foundation

August 2022

ROLE OBJECTIVE

Support the core functions of the Te Awa Community Foundation ("the Foundation") in the Tararua District with an emphasis on the community and donor engagement, communication and supporting the administrative functions of the Foundation.

This role encourages and facilitates the growth of donations to funds that support local communities and organisations in the Tararua District.

ACCOUNTABILITY

The District Coordinator is accountable to and reports to the General Manager (once appointed) and Chairman of the Board.

Working independently, they are responsible for the efficient and effective performance of all duties.

The coordinator will also share qualitative and quantitative data from completed work and present this in the reports to the board

KEY RELATIONSHIPS

External

- ~ Donors and prospective donors
- ~ Tararua District Council
- ~ Professionals who advise donors and prospective donors such as accountants, lawyers and financial advisers
- ~ Key community groups in the Tararua District
- ~ Commercial sponsors such as the providers of discounted goods and services to TACF
- ~ The local newspapers, radio stations and other media
- ~ Local authorities
- ~ CFNZ and other Community Foundations in New Zealand

Internal

- ~ Trustees of the Te Awa Community Foundation
- ~ Members of the Foundation's sub-committees
- ~ Contractors undertaking work for the Foundation

RESPONSIBILITIES

Donor Engagement and Management

Maintain a database of donors and prospective donors in the ALO database. Include in the database: existing donors, donors who have made a bequest, potential donors who have indicated a definite interest, potential donors in the long term, and potential donors who are not interested at present;

- ~ Administer and undertake prompt and regular communication with donors and prospective donors;
- ~ Determine authority for name disclosure for each donor;
- ~ Arrange social functions for donors and prospective donors as decided by the Trustees; and
- ~ Ensure that any specific wishes of donors are well understood and able to be implemented by the Grants Committee and the Trustees.

Community Awareness

- ~ Supporting TACF presence on social media and platforms e.g., Facebook, LinkedIn and Instagram etc. TACF posts require approval through the designated channels before going live
- ~ Liaise with the District Committees as they are established;
- ~ Organise presentations to, for example, the District Councils;

- ~ Produce content newsletters on a timetable agreed with the Trustees;
- ~ Organise and support on-going presentations and updates to professional advisors;
- ~ Organise and support on-going presentations and updates to community groups; and
- ~ Support and update the Te Awa website for the Foundation and ensure its accuracy.

Prospective Donor Approaches

- ~ Support the work of Te Awa staff, Trustees and contractors to make approaches to prospective donors;
- ~ Ensure all approaches and any known responses are recorded in the database;
- ~ Keep the Trustees informed on donor approaches and use their support as appropriate; and
- ~ Develop and co-ordinate donor research as directed by the Board.

Friends of the Foundation (yet to be established)

- ~ Manage the Friends of the Foundation database within the TACF ALO database;
- ~ Organise Friends of the Foundation events; and
- ~ Maintain Friends of the Foundation communication.

PERSONAL SPECIFICATION

Essential Requirements

- ~ Energy, drive and commitment to the concept of a community foundation
- ~ Excellent skills in communication and administration
- ~ Computing skills (Word, Excel spreadsheets, databases and the Internet)
- ~ Good time management and planning skills
- ~ Events management

Preferred Requirements

- ~ Membership of relevant networking or professional organisations
- ~ Experience in preparing reports and proposals
- ~ Experience in working in organisations governed by a volunteer board
- ~ Managing promotions, e.g., websites, social media, events and community activities

SEND APPLICATIONS TO

Please send completed applications to
support@teawafoundation.org.nz