



## Grants and Impact Specialist

### Job Description

#### **Kaipātiki Project**

Kaipātiki Project is one of Auckland’s leading community environment organisations, delivering restoration and sustainability programmes, focusing on Auckland’s North. Our engagement approach empowers communities to regenerate our local environments, through providing knowledge, skills and tailored support.

#### **Purpose of the Position**

Managing our funding and impact reporting across all work areas.

#### **Responsible to**

Manager, Kaipatiki Project

#### **Term**

Permanent, part-time

#### **Direct Reports**

Nil

#### **Key Relationships**

##### **Internal**

Core Strategic Team (Manager, Operations)

Core Delivery Team (Restoration, Nursery, Community Engagement)

Marketing

Volunteers

##### **External**

Philanthropic Funders

Auckland Council departments and funding team

Local community organisations

Enviro-Hubs Aotearoa (EHA) and enviro networks

Database providers

#### **Responsibilities of the position**

##### **Funding Development**

- Create & implement a strategic grants funding plan
- Take overall responsibility for overseeing coordination & writing of funding applications (working with others where appropriate)
- Take overall responsibility for coordinating, writing and submitting reports to our funders (working with others where appropriate)
- Become knowledgeable about funders, funds, their requirements and our requirements
- Grow funding base, developing a wide variety of grand funding sources

##### **Impact Reporting**

- Analyse data being captured for insights and contribution to project planning

- Identify where we are making significant and measurable impact across different environmental and social indicators
- Create a methodology where we can report across projects on impact
- Link our impact to the UN Sustainable Development Goal (SDG) Indicators or other recognised methodologies and roll this out across the team
- Assist in improving our operating systems with a focus on data capture, database development and reporting frameworks

### **Relationship Building**

- Build positive working relationships across Council
- Be pro-active in developing collaborative relationships with funders, individuals, businesses, and community groups
- Assist in securing contracts-for-service from Council, Government or businesses
- Contribute to development of database use for effective reporting across the team

### **Skills & Attributes**

#### **Essential**

- Experience in writing grant proposals, and presenting data for formal reporting to funders
- Proven experience with database management particularly in the areas of data capture
- Ability to develop frameworks that support successful and timely project delivery
- Experience in collecting data and observations and using analysis to contribute to adaptive management
- Proven fundraising skills - a broad spectrum of efficient administrative, financial (budgeting) and organisational skills and practices
- Commitment to collaborative relationships that demonstrates the ability to see how to match the purpose of Kaipatiki Project with the purpose of a variety of funders
- Ability to effectively and professionally brief, and work in partnership with staff, contractors, researchers, and service providers.
- Demonstrated experience of being a “self-starter”, showing initiative, creating opportunities
- Responsible for the safety of self and co-workers
- Excellent phone, written, internet and other communications, including report writing and comfortable presenting to people at a variety of levels and settings
- Meticulous attention to detail, logical thinker with strong problem-solving abilities
- Ability to tell the social story that sits alongside the data itself

#### **Desirable**

- High level of confidence and knowledge of
  - Engagement channels and methods - International Assn of Public Participation (IAP2)
  - Data collection and methodology
- Strong passion for community conservation and citizen science, with own vision for the role and organisation
- A committed, energetic worker with great problem-solving abilities who can be flexible and thrives on complexity and adaptation
- Relevant tertiary qualifications
- Familiarity with the UNSDG’s
- Understanding use of Results Based Accountability (RBA) reporting
- Familiarity with use of matrices for overlapping different models of measurement
- Willingness to share and enjoy progress