

**Job Description: Distributions Officer**

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| ***Position Title:*** | Distributions Officer |
| ***Organisation:*** | Northland Community Foundation (NCF) |
| ***Location:*** | Northland wide, preferably based in Whangārei |
| ***Responsible to:*** | Chief Executive |
| ***Primary Functions of the Position:*** | To deliver funding from Northland Community Foundation through the management of the grants and distributions programme and engagement with the community groups the Foundation supports. |
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Key Relationships

The Distributions Officer will develop and maintain excellent relationships with:

* The Foundation’s Grants Committees
* NCF Community Engagement and Fundraising Manager
* Accounts Administrator
* Northland District Health Board staff
* Community groups
* Grant recipients
* Volunteers
* NCF Trustees
* Other funders

Term of Contract

This contract is initially for a fixed term of one year, with the potential to extend it subject to funding. The position is part-time; 15 hours per week - preferably spread over three to five days per week between the hours of 8.00am-4.30pm. There can be flexibility on this and working from home can be combined into the role.

Responsibilities and Expected Outcomes

The position of Distributions Officer encompasses the following areas of responsibility:

* Managing the Foundation’s grants and distribution programme
* Developing new funds
* Developing distribution plans for funds
* Community Engagement
* Professional development
* Treaty of Waitangi
* Health and Safety

The outcome requirements of the key responsibility areas are outlined below:

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| **Key Responsibility**  **Area** | **Expected Outcomes** |
| ***Managing the Foundation’s grants and distribution programme*** | * Annual distribution amounts for each endowment fund determined by working with the Chief Executive and the Investment Committee * Grants application processes, including online forms, developed, maintained, and administered, ensuring they work well internally and for grant-seekers. * The Foundation’s grant committees managed and supported to make fair and equitable grant allocation decisions * Grants accountability/reporting processes developed, maintained, and administered to maximise the benefit and information gained while minimising the burden on the grant recipient * Accurate and up to date records kept of all contact and activities with current and potential grant recipients using NCF’s CRM database, including details of enquiries, applications, funding, and accountability * Accurate financial records of grant making maintained by working with the Accounts Administrator * Phone, email and in-person enquiries about funding opportunities answered promptly |
| ***Developing new funds*** | * New endowment funds for non-profit organisations established and grown by working with the Community Engagement and Fundraising Manager * Opportunities for Trust transfers to NCF identified and implemented in collaboration with the Community Engagement and Fundraising Manager * Fundraising opportunities identified by sharing knowledge of community needs and priorities with the Community Engagement and Fundraising Manager |
| ***Developing distribution plans for funds*** | * A high-level grants plan is developed, outlining our approach to contestable, pass-through and endowment fund grants/distributions, Health Fund PLUS and scholarships. * A detailed distribution plan for each fund is developed and implemented in collaboration with the donor(s)/community group and grants committee(s) * Accurate documentation of distribution plans is maintained in NCF’s CRM database |
| ***Community Engagement*** | * Good awareness throughout the Northland community of NCF funding opportunities and funding rounds by promotion through newsletters, social media, and other promotional activities * Attendance at relevant events and activities to represent the Foundation and build strong relationships with key community members * An understanding of the needs in each community/region of Te Tai Tokerau Northland, developed through collaboration with internal networks (including volunteers and grants committees) and interaction with the community * NCF is known and understood by people and community groups across Te Tai Tokerau Northland and is viewed positively with respect to its grant making. * Data and stories about the Foundation’s grant making are captured and shared in newsletters, reports, and on NCF’s website. * Community groups are supported to understand and meet the Foundation’s funding requirements and, to a lesser extent, the legal requirements of being a registered charity. * Feedback gathered from grant seekers about their experience of applying for funding through NCF. Our processes are reviewed, with key insights shared and changes implemented. |
| ***Professional Development*** | * Goals and opportunities identified to foster own professional growth and maintenance of skills relating to funding, administration, and marketing * Regular communication and meetings with the Chief Executive to report on activities, outcomes, and areas of concern |
| ***Treaty of Waitangi*** | * The principles of the Treaty of Waitangi are included within all aspects of the role and its outcomes * Consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate manner * Strategic grant making opportunities are identified to enable NCF to better support Māori aspirations. * Opportunities to deepen the organisation’s cultural competency identified and shared. |
| ***Health & Safety*** | * An environment of physical, occupational, cultural, ethical and legal safety is maintained * Safe work practices, rules and instructions relating to work are observed, and a pro-active attitude to hazard management is evident * Willing co-operation is shown in the achievement of all health and safety goals and initiatives by: * Practicing and observing safe work methods; * The use of safety equipment; * Reporting unsafe conditions or equipment; and * Reporting and documenting all accidents or incidents * Responsibility taken for their own health, safety and welfare * Demonstrating behaviour that doesn’t compromise the safety of themselves, colleagues or the public |
| ***Other Legislation*** | * Adherence to relevant aspects of following legislation, including: * Privacy Act (2020) * Health Information Privacy Code (2020) * Unsolicited Electronic Messages Act (2007) |

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment by the Chief Executive to meet any changing conditions, however this will only be done in consultation with the employee.

Person Specification

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| **Education and Qualifications** | | | |
| ***Essential*** |  | |
| * Current New Zealand Driver’s License |  | |
| **Experience** | |
| ***Essential*** | ***Desirable*** | |
| * Strong computer literacy including Microsoft Office * Experience in building and maintaining effective relationships with people at all levels * Administration | * Grants/community development experience * Customer service * Project Management * Experience in using a database/CRM (preferably Salesforce) * Proven ability to quickly learn new computer systems/programs * Working with diverse communities * Experience in marketing, including social media and Mailchimp * Financial literacy | |

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| **Awareness and understanding of:** | |
| ***Essential*** | ***Desirable*** | |
| * Good understanding of Northland communities | * Knowledge of Te Reo and tikanga Māori would be an advantage * Charities Commission and legal aspects of charitable organisations * Privacy Act (2020) and Health Information Privacy Code (2020) | |

**Skills & Personal Attributes**

* An understanding of Northland communities, and a real passion for the mission of Northland Community Foundation - growing philanthropy and community impact.
* Well presented, confident and outgoing, with excellent customer service skills and the ability to relate to all individuals and organisations
* Demonstrates honesty, integrity and respect for all and can manage confidential, sensitive or controversial subjects with tact, kindness, and professionalism
* A high level of interpersonal and communication skills, capable of building relationships with people at all levels, both externally and internally.
* Target driven, with a commitment to quality and excellence
* Excellent organisational, prioritising and planning skills, can work to meet agreed deadlines
* Attention to detail to ensure high level accuracy and efficiency.
* Ability to work well under pressure and to be resilient, adapt and work effectively within a variety of situations
* A strong work ethic and a professional attitude, with a willingness to help out where needed and accept responsibility for a broad range of tasks
* Ability to work both collaboratively in a team environment and independently.
* Excellent communications skills (written and verbal) including the ability and confidence to speak publicly and to relate across multiple levels
* Availability to travel as required, and on occasions to attend weekend events and training activities in Northland and elsewhere in NZ

Performance Development Review

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the organisations objectives and measures. Key result areas will be developed and agreed at this time.

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| **Authorised by:** | Chief Executive |
| **Date:** | 19/12/2023 |

Acceptance

Acceptance of the position implies acceptance of this position description.

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| **Position Title:** | **Distributions Officer** |
| **Signature of employee:** |  |
| **Date:** |  |