



**Taranaki
Foundation**
Inspiring. Giving.

JOB DESCRIPTION TEAM SUPPORT



Job Title

Team Support

Organisational Relationships

Board of Trustees and members of the Foundation's Committees, Donors, Supporters, Professional Advisors, Grant Recipients, Personnel (staff and volunteers), Local Funders, Local Charities, Community.

Reports to

Chief Executive

Hours

15 hours per week – days and times can be as agreed. Occasional events attendance.

Job Summary

This role exists to provide broad operational and team support of the Community Foundation. A key person in making sure the Foundation is delivering and keeping up with the day-to-day requirements of administration and operations to ensure the Foundation runs smoothly. This varied and busy role will work very closely with both the Chief Executive and Community Engagement Manager on a day-to-day basis with a high level of autonomy.

Job tasks and responsibilities:

- Assist with administration processes as needed. These will generally relate to donor relationships, grant making, professional advisor, events, and other related communication processes.
 - Broad oversight and management of Foundation software and systems. Eg: Xero, CRM, calendar management, Microsoft Office and email.
 - Manage any enquiries across our email, phone and social media channels.
 - Fully engage in community sector, working with other funders when possible.
 - Provide assistance to our sub-committee actions as and if required.
 - Supplement our story telling in relation to our grants, donors, and community impact.
 - To support the Chief Executive in promoting and building Taranaki Foundation brand awareness and credibility throughout our Taranaki community.
 - To create excellent donor care for our existing, new and potential donors to ensure we grow our funds with an emphasis on the acquisition of donors and bequests.
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Personal profile:

- Highly motivated, self-starter with great time management and a keen eye for detail.
- Confident and experienced in general admin duties with excellent verbal and written communication skills.
- Exhibit a high level of energy and a passion for the community.
- Ability to sensitively work with a diverse group of people, respecting all cultures, religions and backgrounds.
- A confident and natural people person, ability to form strong relationships and relate to a wide range people at all levels.
- Has a warm, positive, friendly can-do attitude.
- Strong computer literacy – particularly in Microsoft Office Suite and diary management. Experience in Xero is preferred.
- Experience in a community facing organisation(s) would be advantageous.
- Experience in assisting at events would be advantageous