



**Taranaki  
Foundation**  
Inspiring. Giving.

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# **JOB DESCRIPTION EA & TEAM OPERATIONS**

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## Job Title

## EA & Team Operations

### Organisational Relationships

Board of Trustees and members of the Foundation's Committees, Donors, Supporters, Professional Advisors, Grant Recipients, Foundation Personnel, Local Funders, Local Charities, Community Leaders, NP Partners & the Network of Community Foundations.

### Reports to

Chief Executive

### Hours

20 hours per week – days and times can be as agreed. Mixture of Office and Work from Home. Occasional event attendance.

## Job Summary

This role provides direct executive support to the Chief Executive and plays a key coordination role across the wider Taranaki Foundation team. As the key driver of day-to-day momentum, the EA & Team Operations role is the connective tissue that ensures our people, policies, and priorities remain on track. This is a high-trust, high-autonomy position suited to someone who thrives in a fast paced, values- environment, and helps make great things happen.

### Job tasks and responsibilities:

- Provide high quality executive support to the Chief Executive including calendar management, meeting scheduling, email support, workflow coordination.
- Manage the governance calendar and coordination of Board & Foundation committee meetings, including scheduling and initial preparation of board packs + action item follow-ups.
- Drive open actions and follow-through across the internal team and strategic pillars to maintain operational clarity and accountability.
- Oversee policy manual tracking, updates, and renewal schedules.
- Monitor the progress of opportunities and new fund establishment from an operational standpoint (tasks, timelines, team actions).
- Ensure smooth functioning of office and business operations including workflow and system improvements including creation of content for Chief Executive meetings and presentations. This includes scheduling and coordinating speaking engagements across the region.
- Coordinate with the wider team to support internal projects aligned with the Foundation's strategic pillars including NP Partners touchpoints.
- To support the Chief Executive in promoting and building Taranaki Foundation brand awareness and credibility throughout our Taranaki community. Engaging professionally with all external communications and touchpoints when appropriate
- To support professional donor care for our existing, new and potential donors.
- Collaborate closely with the Administration role to drive action items and implement operational efficiencies.

### Personal profile:

- Experience in an EA, team operations, or governance support role.
- High level of autonomy and initiative – someone who drives their own train.
- Highly motivated, proactive and detailed orientated – someone who takes initiative and enjoys owning their own work.
- Strong organisational and time management skills with a keen eye for detail and the ability to juggle multiple priorities.
- Tech-savvy and adaptable, with experience in software tools and online systems.
- Outstanding communication and confidence in working with senior leadership, boards, and diverse stakeholders.
- Brings energy, curiosity, and a sense of possibility to the work we do – and the people we serve.
- Ability to sensitively work with a diverse group of people, respecting all cultures, religions and backgrounds.