



**Taranaki
Foundation**
Inspiring. Giving.

JOB DESCRIPTION GRANTS COORDINATOR



Job Title

Grants Coordinator

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 & the network of Community Foundations.

Reports to

Funding & Relationships Manager

Hours

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

Job Summary

The Grants Coordinator supports the smooth delivery of Taranaki Foundation's grantmaking and corporate funding activity. Working closely with the Funding & Relationships Manager and wider team, the position plays a key role in administering endowment and pass-through distributions, liaising with grantees, and helping ensure donor intent is honoured. The role requires strong organisational and administrative skills, attention to detail, and a collaborative and empathetic approach.

Job tasks and responsibilities:

- Coordinate the grants and distribution processes from enquiry through to application cycles, due diligence, communication, payments and reporting.
 - Respond to funding enquiries and provide grantee support.
 - Administer the annual funding round, ensuring timelines, website content and the online application portal are up to date. Work with the Funding & Relationships Manager to coordinate the assessment matrix and ensure outcomes are effectively coordinated – including with the Distribution Committee.
 - Support all donor-specific distributions and pass-through giving processes.
 - Maintain accurate records and up-to-date records using Foundation systems (e.g. Salesforce, SharePoint).
 - Work closely with the Funding & Relationships Manager to ensure alignment with donor intentions and community impact goals.
 - Collaborate with the wider Foundation team to support storytelling, reporting, and community connection around grant outcomes.
 - Engage in the local community sector, collaborating with others as needed.
 - Contribute to the overall donor experience by helping nurture strong relationships with our existing, new and potential donors and sharing the difference their giving makes.
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Personal profile:

- Experience in grants administration, community funding, or the not-for-profit sector is strongly preferred.
- Understanding of local causes, community needs, and the funding landscape highly valued.
- Strong administrative and organisational skills with attention to detail – with the ability to manage spreadsheets, timelines, and multiple funding streams accurately.
- Excellent communication and interpersonal skills – a real people person with a warm community-minded approach. Proactive and self-motivated, with a friendly, can-do attitude and the ability to thrive both independently and in a team environment.
- Comfortable working with technology and databases; proficiency with Microsoft Office essential. Experience with Salesforce is advantageous.
- Demonstrated empathy, professionalism, commitment to equity in community support and a high level of energy and a passion for the community and what the Foundation does.