

InsideOUT

KŌARO - TATŪ KI ROTO, TATŪ KI WAHO

Position	Funding and Finance Coordinator
Reports to	Operations and Engagement Lead
Location	Te Whanganui-a-Tara Wellington, Aotearoa New Zealand
Date	May 2023

Job Objectives

As InsideOUT Kōaro’s Funding and Finance Coordinator you will have responsibility for identifying and pursuing opportunities for funding for InsideOUT Kōaro and reporting back on these. You will also be responsible for setting up bills, reconciliations, invoicing, donor receipts and other financial tasks.

The Funding and Finance Coordinator will have a broad fundraising focus with the goal of maintaining and developing revenue across; individual giving, corporate partnerships, events, community fundraising, and trusts and foundations. You will also be responsible for managing and reporting on InsideOUT Kōaro’s relationships with funders: building on our current partnerships, whilst also investigating and developing new fundraising partnerships, initiatives and revenue opportunities.

InsideOUT Kōaro’s Vision and Mission

Our Vision

All rainbow young people in Aotearoa New Zealand have a sense of belonging and safety in their schools and communities.

Our Mission

To work with youth, whānau, schools, community groups, youth services, government agencies, and other relevant organisations to provide safer schools and communities for rainbow young people.

To foster the building and provision of resources, education, information, hui and relevant tools which work to improve the health, wellbeing, and safety of rainbow young people.

Essential Job Results

Grants Funding

Coordinate applications and reporting for grant funding.

- Identify potential grants to apply for.
- Complete reporting for funders as required.
- Build and maintain relationships with key individuals and entities external to InsideOUT which are beneficial to funding, with a view to long-term strategic funding relationships.
- Work alongside the Operations and Engagement Lead to identify funding needs.

Fundraising

Further develop and grow existing fundraising initiatives such as sponsorship and donations.

- Ensure appropriate recognition of sponsors and donors.
- Seek out new fundraising partnerships in order to grow overall revenue.
- Identify opportunity areas for new fundraising avenues.

Finances

Support the day-to-day financial administration of the organisation.

- Ensure that reconciliation of transactions in Xero are completed by the second Monday of each month.
- Prepare bills for payment in Xero by Wednesday afternoon of each week.
- Issue invoices and donation receipts as required.
- Work alongside the Operations and Engagement Lead to oversee appropriate expenditure of grants within their time-frame.
- Support the creation of the annual Budget where appropriate.
- Supporting weekly invoicing for Education services.

Reporting

Provide accurate and timely reporting.

- Provide a monthly funding report to the board.
- Complete relevant funder and financial reports when necessary.

Te Tiriti o Waitangi

Supporting InsideOUT's commitment to Te Tiriti o Waitangi.

- Take part in relevant training, meetings or other tasks to support InsideOUT Kōaro's journey to honour Te Tiriti o Waitangi.

Administration

- Support the Operations and Engagement Lead with procurement and expenses, such as purchasing assets and booking staff travel expenses.
- Support InsideOUT with administrative and other tasks as required, as time in the role allows or by other agreement.

Availability

- Any message sent to the coordinator (including phone messages, text messages and emails) will be responded to within three working days.
- An exception to the above may occur immediately prior to key milestones, where additional communication will be required. This will be discussed by the Funding and Finance Coordinator and relevant parties on a case by case basis.

Skills and Experience

Essential Skills and Experience

- Previous administration experience.
- An understanding of the grant funding application process.
- Entry level finance and administration knowledge

Preferred Skill and Experience

- Experience using an accounting system, such as Xero
- Previous experience with basic book-keeping
- Demonstrated experience with grant application writing, reporting and coordination.