

JOB DESCRIPTION

(To be finalised upon appointment)

Position Title:	Funding and Data Coordinator
Reports to:	CEO
Hours:	20 to 30 Hours Per Week (additional hours as needed)
Term:	Permanent Part-time
Pay:	\$25 to \$35 per hour (depending on experience)

About us

Established in 1976, the Nelson Environment Centre is a highly regarded social enterprise committed to promoting sustainability and reducing environmental impact in Nelson Tasman. Our mission is to inspire, inform, and support our community in addressing modern environmental challenges. Through initiatives focused on environmental, social, cultural, and economic impact, we empower community members to minimise their footprint and lead fulfilling, eco-conscious lives.

With a dedicated team of approx 90 (30 staff and 60 volunteers) across two locations, we deliver social and environmental impact to our community through a range of resource recovery services and educational workshops. Our core programmes are: the ReUse Shops, E-Product Recycling, Kai Rescue, Hapori Fruit & Veg Box, and ReConstruct (in progress) - for the recycling and reuse of construction materials.

We provide local solutions to global environmental issues through education and action.

Our operations are located:

6 Vivian Place, Annesbrook – Nelson Environment Centre Head Office, ReUse Shops, ReConstruct & E-Product Recovery Programmes.

Toi Toi St, Victory – From this site the Kai Rescue Programme collects, sorts and distributes approx. 160 tonnes of food per year.

The Funding and Data Coordinator will work closely with the CEO to support the development and implementation of NEC's funding strategy. This will ensure the delivery of key community programmes such as, Kai Rescue – Currently sharing over 4 tonnes of food per week to those that need it most and E-Product – reusing, recycling and repurposing over 60 tonnes of electronic waste per year.

Job Purpose

The purpose of the Funding and Data Coordinator is to identify funding opportunities for current and upcoming NEC Programmes and to develop and submit applications. Assist with the project coordination and reporting of existing programmes and projects to funders. Identify and support in the management of donor relationships on key grants. Seek new opportunities and assist in the delivery of key funding activities and events. Further develop and maintain data management systems.

Primary Duties and Responsibilities

- Liaise with the CEO to prioritise and coordinate applications that support the delivery of NEC's strategic plan.
- Research the priorities of new and existing donors and keep up-to-date with funding opportunities.
- Maintain an accurate calendar and database of current and prospective donors, funding applications and their outcomes.
- Preparation and delivery of funding proposals and grant applications.
- Research new opportunities.
- Support the organisation and the delivery of funding event/s.
- The Funding and Data Coordinator will develop and maintain positive relationships with donors and partner agencies, maintain positive relationships with all Nelson Environment Centre volunteers, staff and management.
- Coordinate documents required for funding applications and reporting.
- Aggregate and organise data from programmes for internal and external purposes, including regular updates to the website.
- Collaborate with Programme Coordinators for data collection.

Skills and experience

- Relevant funding/grants experience and proven track record of success.
- Excellent writing skills with the ability to produce concise and relevant proposals.
- High standard of computer literacy (Excel, Word etc). Knowledge of Google Workspace is favourable.
- Meticulous attention to detail.
- Ability to follow both written and verbal instructions with minimal supervision.
- Data management experience preferable.
- Ability and willingness to learn.

Personal Attributes

- Self motivated and able to work independently.
- Strong people skills, able to interact with a wide range of community members and groups.
- A willingness to contribute to a productive, collaborative and positive work environment.
- Enthusiasm and dedication.
- A commitment and interest in environmental issues and the principles of sustainability.

Hours of Work and Term of Contract

- The position is permanent part-time, based on 20-30 hours per week. There will likely be some weeks where flexibility for 40 hours per week is required, depending on the workflow.
- Hours are flexible relative to the workflow and the needs of the organisation.
- Opportunity to work some hours from home/remotely once established in the role.
- Performance review to be conducted by the CEO.