

Grants Writer (0.6 FTE)

JOB DESCRIPTION

This job description describes the tasks that will be required of the job holder but does not form a part of the job holder's Employment Agreement. This Job Description is likely to change from time to time, to ensure that the role continues to best serve CAP's Mission. Therefore, flexibility on the part of the job holder is required.

Location of the Role

CAP Head office, Penrose, Auckland

Purpose of the Role

The Grants Writer role contributes to the overall work of the Fundraising, Marketing and Communications Team. Collectively, this team interacts with donors, churches, clients, and the public to:

- Increase awareness of, and goodwill towards, CAP as a key organisation in tackling poverty and its causes
- Enhance donor engagement and commitment, making supporters feel part of a movement
- Optimise the donor journey and develop initiatives which generate income
- Build strategic relationships/partnerships with purpose, in order to grow CAP's income

The Communications Team is responsible for communicating the need, vision and heart of CAP to all stakeholders, including trusts, supporters, churches, clients and the public. The Grants Writer sits within this Communications Team.

The Grants Writer will be responsible for seeking out and applying to trusts and foundations, to acquire funding for the work of CAP; and to support the FMC team by providing other writing functions where necessary.

This job description is a guide to the tasks that will be required of you but does not form a part of your Employment Agreement. These tasks may well change and evolve over time to ensure that the role continues to best serve CAP's mission.

Flexibility will therefore be required.

Key Relationships

Department: Fundraising, Marketing and Communications

Reports to: Communications Manager

Direct Reports: None

Key Internal Relationships: Communications Team – work within the Comms Teams and utilize CAP communication principles to generate grant applications which inspire and motivate funders to partner with CAP

Fundraising – work closely with the Fundraising team, keeping them informed of grant applications and grant income

Client-facing teams – liaise as needed, in order to capture client testimony/data to support applications

Finance – liaise as needed to fulfil trust accountability reporting

Key External Relationships: Trusts, including but not limited to their Trust Advisers and Trustees

Clients – interview clients and gather their stories for purposes of sharing as required with relevant trusts

Summary of Role Accountabilities

- 1) Researches, writes and submits applications for grant funding
- 2) Liaises with trusts
- 3) Completes grant accountability requirements
- 4) Participates in organisation-wide activities.

Role Accountabilities on a day-to-day level

1. Researches, writes and submits grant applications

- Refines and maintains an up-to-date database of relevant grant provider deadlines
- Oversees and executes the Grants Calendar, including planning trusts to apply to each month, and submitting grant applications on-schedule and within timelines of each trust
- Within each application, clearly communicates components of CAP's vision/kaupapa, and CAP's projects/costs, which align with the trust's own funding priorities, criteria or desired outcomes
- Works to increase grant application acceptance and percentage of funding requests granted

2. Liaises with Trusts

- Holds all aspects of the trust relationship, building on and maintaining existing relationships and dealing with all trust-related communication
- Seeks out new trusts to partner with
- Supports CAP church partners with their grant applications

3. Fulfils grant accountability requirements

- Keeps accurate records of all grant income
- Fulfils grant accountability requirements, which go hand-in-hand with successful applications
- Works with the Finance Team where applicable to report on expenditure pertaining to grant income

Performance Indicators or Measurable Outputs:

- Achieves monthly forecasted grant income target
- Achieves monthly grant application target (i.e. number of applications made)
- Completes accountability reports on schedule, as required by Trust
- Delivers all communication requirements pertaining to Trusts

4. Participate in organisation-wide activities.

Pertaining to Organisational Identity & Culture:

- Participate in daily and weekly prayer meetings with colleagues for the work of CAP and its clients.
- Attend, and sometimes present at, conferences and away days to learn and grow in the work together with colleagues.
- Participate in Te Ao Māori learning and development opportunities, including within CAP.

Pertaining to Donor Relations:

- Regularly invite personal contacts to contribute to CAP's 'Life Changer' regular giving program and participate in office activities to this end, including an annual thankyou calling evening.
- Help out with 3-4 CAP Church Talks per year around Aotearoa, either by supporting or doing the talk.

Performance Indicators or Measurable Outputs:

- Consistently participates in all of the above listed activities

Authorities

- Authority to communicate on behalf of CAP
- Managing, and working cost effectively within, the grants component of the Communications Team budget
- Managing grant income records
- Authority to request CAP organisational records as required by Trust

Requirements of the Role

Personal attributes & values

- A strong personal alignment with the foundational Christian philosophy, organisational identity, culture, and values of CAP.
- Ability to work well and professionally.
- Ability to work comfortably and well in a workplace where a variety of expressions of Christian faith are represented, including those that tend to be 'charismatic'.
- Ability to work comfortably and well in an NFP organisation that seeks to honour Te Tiriti o Waitangi in the way work is done.
- Ability to work comfortably and well in an environment which demonstrates the Christian gospel with stakeholders, shares about Jesus Christ as appropriate, and prays.
- Ability to work under time pressure, and a willingness to – when the work requires it - flexibly to work evenings, and weekends
- Strong communication skills, both written and verbal, with good attention to detail
- Warm and engaging manner with people

Skills, knowledge, expertise & experience

- Proficient in written communication, and evidence thereof
- Excellent time management - organised and able to work to deadlines
- Competent in Microsoft Office
- Skilled in researching and able to identify opportunities for funding

- Ability to understand financial statements and budgets
- Understanding of Tikanga Māori
- Previous experience preferred but not necessary as full training will be given

Job description prepared by: Sue Eggels, Communications Manager **Last Updated:** November 2022

Statement of Acceptance

The Employee will perform the duties set out in this Job Description. These duties may be modified and updated by the Employer from time to time following consultation with the Employee. The Employee also agrees to perform all other reasonable duties and comply with reasonable instructions issued by the Employer.

I confirm that I have read and understand this Job Description, and agree to abide by the duties, tasks and accountabilities within it.

Signature:

Date:

Name: