



Position Title:	Funding Development Manager
Type:	Full Time (FTE 1.0)
Reports to:	Head of Commercial and Marketing
Direct reports:	Nil
Location:	Auckland, New Zealand
Right to work:	To be considered for this role, you must have existing right to work/visa in New Zealand

ABOUT PARALYMPICS NEW ZEALAND (PNZ)

For nearly 60 years, Paralympics New Zealand has championed Para sport in New Zealand. Our legacy of athletic performance at summer and winter Paralympic Games is not only world beating, but more importantly life changing.

We believe we can contribute to a transformed New Zealand which is truly inclusive where Para athletes have the opportunity to participate at all levels of sport and are equally recognised for their successes.

We work together with our members and our partners to ensure equitable opportunities for Para athletes. Our core roles are to provide strategic leadership through collaborative partnerships to strengthen and grow Para sport in New Zealand, and to lead teams to the Paralympic Games.

As the National Paralympic Committee for New Zealand, we support the international Paralympic Movement in recognising the value and power of Para sport and see our purpose as transforming lives through Para sport in New Zealand.

PNZ has strong values that underpin everything we do – leadership, excellence, and advocacy.

PNZ is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all members of the Team. We believe that a diverse team brings a variety of perspectives and ideas, fostering innovation and creativity. We welcome candidates from all backgrounds and abilities to apply and join us in making PNZ great. We are committed to working with people who value the same things as us, as such, applicants with a lived experience of disability are encouraged to apply.

As part of the recruitment process if there is anything we can do to make things easier or more comfortable for you as a candidate please let us know.

POSITION PURPOSE

The Funding Development Manager is primarily responsible for revenue generation, including Community Grant and Trust funding applications, commercial sales and development projects, and fundraising initiatives. Central to the role will be the creation of a funding and revenue development plan, which encompasses and maximises the existing PNZ revenue streams, whilst exploring opportunities that can further diversify PNZs financial sustainability.

The role will report to the PNZ Head of Commercial and Marketing, and work closely with the Commercial and Marketing Team.

KEY RELATIONSHIPS

The Funding Development Manager is expected to build and maintain positive and collaborative working relationships with a broad range of individuals. Key stakeholders include, but are not limited to:

Internal	External
<ul style="list-style-type: none"> • CEO and Secretary General • Senior Leadership Team • PNZ Employees • PNZ Contractors • PNZ Board and Committee Members 	<ul style="list-style-type: none"> • Grant and Trust Funding Partners • Commercial Partners and Suppliers • Fundraising partners • Sport New Zealand • National Sports Organisations • Parafed Members • Paralympians and Para athletes • International Paralympic Committee • National Paralympic Committees • New Zealand Olympic Committee • Broadcast and Media Partners • Other identified key stakeholder groups (linked to development of new revenue opportunities)

MAIN RESPONSIBILITIES

1. Community Grant and Trust Funding

- Develop Community Grant and Trust Funding Strategy, assessing potential funding opportunities and identifying annual grant and trust funding targets.
- Plan and implement community trust and gaming funding applications in required timeframes, to meet PNZ funding objectives and funding targets.
- Work with PNZ Team members to accurately assess and prepare information and budgets for funding applications.
- Prepare funding application resolutions for review and approval by PNZ Board.
- Maintain relationships with funding organisations and monitor the community funding sector for potential new opportunities.
- Monitor progress of funding applications and maintain funding application database.
- Develop and maintain grant and trust funding tracker, including status of applications, funds received, and any obligations to PNZ, for inclusion in monthly financial accounts, or presentation to the PNZ Board.
- Coordinate collation of information and content to meet PNZs obligations to funders, and enables PNZ to celebrate the success of funded programmes, events and activities.
- Prepare and communicate reports for internal (or selected external) reference as required.

2. Commercial Sales and Projects

- Research and identify new partnership prospects, including database and lead development.
- Develop tailored and compelling sales propositions to take to market, that align with PNZ strategic outcomes and are consistent with PNZ brand guidelines.
- In conjunction with the PNZ Head of Commercial and Marketing, assist in commercial partner servicing, supporting PNZ meeting commercial partner and package obligations.
- Assess business needs to determine potential partner or supplier opportunities, particularly where opportunities can provide budget relieving Value In Kind, or are service delivery enhancing.
- Assist PNZ Head of Commercial and Marketing in commercial partnership sales, including preparation of package and pitch documentation, and meetings with existing or prospective partners.
- Support or lead planning and delivery of targeted commercial partner events or activities.
- Contribute to delivery of commercial partner obligations and benefits, including alignment with wider organisational and partner programme delivery.

3. Fundraising

- Research and develop a fundraising growth strategy to increase revenue from donors and attract new donations.
- Lead delivery of targeted PNZ fundraising initiatives and deliver the annual fundraising/funding budget.
- Support PNZ partners to plan and deliver activities that contribute to the overall fundraising targets.
- Manage the PNZ Kiwi Crew supporters programme, including maintenance of database and preparation of programme specific content for communication.
- Lead planning and implementation of PNZ licensing initiatives, including merchandise sales.
- In conjunction with the PNZ Head of Commercial and Marketing, actively explore other potential fundraising opportunities that contribute to a sustainable and diverse revenue stream for PNZ.

4. Health, Safety and Wellbeing

All PNZ team members have a responsibility to work towards maintaining a safe and healthy work environment for both work colleagues (employees and contractors) and visitors. This is achieved by:

- Practicing and encouraging safe work methods, using resources and equipment appropriately.
- Taking all reasonable and appropriate steps to minimise and where possible eliminate the risk of harm or injury to others whilst observing PNZ health, safety and wellbeing policies and processes.
- Reporting all workplace hazards and accidents to the appropriate person or authority.
- Taking a pro-active approach to personalised wellbeing initiatives that are supported by PNZ.

The above main responsibilities are provided as a key outline, subject to update / amendment from time to time.

EXPERIENCE AND KNOWLEDGE:

- 5+ years work experience in a relevant field e.g. sponsorship sales, fundraising and community trust funding in the not-for-profit sector, partner servicing, working in a commercial sport environment.
- Proven and effective sales skills, with sales presentation experience.
- Strong written communication skills and experience in preparing funding documentation and sales proposals.
- Experience in developing creative solutions to meet partner marketing objectives
- Strong networking skills and the ability to work across different parts of the organisation.
- Interest in the sporting sector, this may be through association or participation but must understand the role sport plays in contributing to building a positive society.
- Advanced Microsoft Office skills. Experience using CRM platforms is an advantage.
- Knowledge of, and commitment to the Treaty of Waitangi – Te Tiriti o Waitangi.
- Appreciation of accessibility considerations in physical and digital environments and some knowledge of how to meet accessibility standards.

SKILLS AND ATTRIBUTES

- A self-starter, proactive with a high level of initiative and sound judgement.
- A strong communicator and collaborator who enjoys building and maintaining effective relationships with commercial partners.
- Excellent oral and written communication skills, the ability to clearly articulate ideas.
- A strong customer focus and a commitment to go the extra mile to get the job done.
- Excellent attention to detail and planning skills, and confident in managing multiple workstreams.
- Strong work ethic and prepared to take ownership of work outputs.
- Comfortable working as part of a small, professional office, with a focus on collegial support, mutual respect and the delivery of results.
- Integrity with a clear commitment to maintaining professional standards and maintains confidences at all times.
- Flexible, reliable, adaptable and focused.
- Willingness to support other colleagues as a member of a close-knit team when workloads need to be hard to ensure deadlines are met.