



Lifewise (formerly Methodist Mission Northern) provides services to the most vulnerable of communities. Lifewise is known for its founding of Housing First, its care in Mental Health and Addictions, Care of Older Persons, preventative Family Services as well as Early Childhood Education. Our team of brand, fundraisers and communication specialists work with a group of subject matter experts in HR, Finance and IT. As a member of the Methodist Alliance we respect and encourage applicants with a strong understanding and experience of Te Ao Māori, tikanga and mātauranga Māori.

Grants Specialist

Position Description

As the person responsible for revenue derived from philanthropic grants from trusts and foundations, you will be responsible for front to end contact with key funders and stakeholders. You will also be the liaison person for the FMC team with all staff on grants, procurement, spend down and accountability reporting.

The Grants Specialist is responsible for championing philanthropic grants across the three-trust structure of Methodist Mission Northern, Lifewise and Airedale Property Trust. (This relationship will be explained to you should you progress to meet with Lifewise).

The main focus of the Grants Specialist is to engage both existing and new opportunities, giving funders ongoing opportunities to support the three trusts, resulting in increased revenue year on year.

Lifewise is also embracing its responsibility to report on social impact. This role is expected to engage with our social impact unit to develop and grow the organisations ability and reputation in this space.

WHO YOU REPORT TO

- You report to the **Manager for Fundraising**

WHAT YOU'RE RESPONSIBLE FOR

<ul style="list-style-type: none"> • Maximize income from grant making bodies: <ul style="list-style-type: none"> ○ Meet, and preferably exceed, annual targets ○ Identify suitable funding as well as project opportunities ○ Create strong, cogent written applications to secure funding ○ Seek new opportunities to fund the organization’s work ○ Develop and maintain a pipeline of applications to meet target ○ Obtain feedback on unsuccessful applications where possible
<ul style="list-style-type: none"> • Manage the organisation’s relationships with grant making bodies: <ul style="list-style-type: none"> ○ Establish appropriate contact ○ Establish/maintain trust between the two organisations ○ Maintain good relationships ○ Seek further opportunities to work together
<ul style="list-style-type: none"> • Accountability: <ul style="list-style-type: none"> ○ Manage the use of all grants income, ensuring that the funds are used for the specific purposes detailed in the application ○ Report appropriately to all funders ○ Support Service Managers to meet expenditure targets and timelines
<ul style="list-style-type: none"> • Administration: <ul style="list-style-type: none"> ○ Maintain full and accurate records of all activity ○ Run a grants calendar for application and accountability deadlines ○ Work with the finance team to ensure all financial processes are followed and the annual audit is completed ○ Ensure full and accurate data is captured in a management format to monitor progress through monthly reports
<ul style="list-style-type: none"> • Internal Relationships: <ul style="list-style-type: none"> ○ Build internal relationships to: <ul style="list-style-type: none"> ▪ Identify funding needs ▪ Secure intelligence required for applications and accountability ▪ The services funded are delivered in line with the funders’ requirements ▪ Share information about grants activity
<ul style="list-style-type: none"> • Strategic Planning: <ul style="list-style-type: none"> ○ Work with the Fundraising Manager on developing an annual to three-year grants strategy
<ul style="list-style-type: none"> • Continuous Improvement: <ul style="list-style-type: none"> ○ Contribute to improved work processes ○ Keep informed on the grants sector in New Zealand.

<ul style="list-style-type: none"> ○ Attend trust and foundations grant writing training and workshops
<ul style="list-style-type: none"> ● Any other duties deemed necessary and appropriate by the General Manager, Development

WHAT SKILLS & EXPERIENCE YOU NEED

<i>Strategic skills</i>	<ul style="list-style-type: none"> ● Ability to: <ul style="list-style-type: none"> ○ give clear guidance to the organization on the current grants landscape ○ advise on a suitable organizational approach to grants funding ○ build strong relationships between our organization and funders
<i>Professional Knowledge</i>	<ul style="list-style-type: none"> ● At least 5 year’s experience in a similar role ● Ideally, a deep understanding of: <ul style="list-style-type: none"> ○ the grant funding landscape in Aotearoa ○ managing grants activity for a large and complex charity ○ the grants process end to end ● For candidates whose experience is outside the not-for-profit sector, a deep understanding of: <ul style="list-style-type: none"> ○ stakeholder proposal and development
<i>Technical Skills</i>	<ul style="list-style-type: none"> ○ create clear, cogent, successful written applications for support ○ work with and update existing grants calendar ○ manage the delivery process of funded activity within the organisation ○ provide accountability in the form required by funders
<i>General Abilities</i>	<ul style="list-style-type: none"> ● Excellent writing skills ● Strong interpersonal skills ● The ability to create compelling cases for support ● Ability to see new opportunities and capitalise on them ● Ability to embrace working alongside people of lived experience