

Job description

Title	Funding Coordinator
Number	
Group	Regulatory and Community Services
Division	Community Outcomes and Emergency Management
Reports to	Team Leader: Community Funding Services
Direct reports	N/A
Date	20/10/2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defense responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to be responsible for the development and implementation of administrative systems, marketing, and training support for all aspects of funding, including fundraising applications' reporting and monitoring.

Key outcomes

The community providers are supported and developed through quality partnerships with Tauranga City Council.	• Provide exceptional customer service to community providers wanting to apply for funding, coordinating all initial enquiries and supporting applicants throughout the application process. • Lead the day-to-day administrative functions of Grants & Funding and ensure there are appropriate reporting mechanisms in place for ensuring TCC's return on investment is quantifiable. • All recipients of funding are financially accountable and their contractual deliverables and reporting obligations are met.
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	- Community providers operating in the city are well informed about opportunities for Funding & Grants. - Build a proficiency in using the SmartyGrants software to administer grants. - Support the Funding Specialist to collate Funding application documents.
Professional relationships are developed, maintained, and leveraged to achieve business goals.	- Build and maintain strong internal and external relationships with key stakeholders including community providers and other local funders. - Support the Funding Specialist to build strategic and collaborative relationships with community organisations, government agencies and philanthropic funders, as well as proactively assisting with complaints and issue resolution. - Community organisations are well informed about Council processes and are proactively supported in their dealings with Council, including making submissions to the Annual and Long-Term Plan. - Internal and external customer feedback is positive. - Communication is clear, well thought out and respects all other party's needs.
Provides high-quality and timely fundraising and administration support to the team.	- Support the Team Leader: Community Funding Services with preparation of funding applications and subsequent reporting and monitoring. - Documentation, including funding proposals and agreements, is accurately stored and filed; information stored adheres to Records Information legislation at all times. - Coordinate and collate responses for the Residents Survey and A&IP reporting.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential	Desirable
- A tertiary degree qualification in business, administration or similar, or equivalent level of learning clearly demonstrated through 2-3 years industry experience. - Current full drivers license. - Proven intermediate level skills and experience in relevant software applications e.g. Word, Excel, PowerPoint, MS Outlook etc. - Outstanding customer service and interpersonal skills.	- Experience in providing administrative support with fundraising grant applications and monitoring reports. - Experience of working with local, regional and national funding agencies and philanthropic organisations.

Here to make Tauranga better



WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections