



TE HUNGA AROHA

compassion

TRUST

empowering our community to prosper

Job Description for

Business Development and Funding Co-ordinator

Primary Responsibilities

- To seek out and identify new relationships with organisations to partner with and to provide funding for our services.
- To establish a system of recording all funding applications and approaches to organisations for work/ funding opportunities. This will include funding applications made, amount applied for, successful / unsuccessful, amount received and notations from the funder regarding the application that could be helpful in the future.
- To ensure all funders are kept up to date via email, newsletter or face to face of the work that we are able to do thanks to their support. Real life client stories and the changes that we make can be referred to here.
- To ensure that all funders receive thank you letters for their support and follow up regarding their funding.
- To look into new opportunities with businesses, educators, industry and government agencies to provide courses suitable to them and their staff on Money Management as part of the PD programme.
- To ensure close relationships with these businesses, educators and organisations that we partner with, so that we can become their preferred provider of educator services within the financial capability area.
- The successful applicant will have a sound understanding of the work that Compassion Trust undertakes. They will understand the partnerships we have already that support our work.
- It may be that the successful applicant will combine other duties within the organisation as well as a funding role such as budgeting services, administration or other needs that may arise.