

## Grants Coordinator

We are seeking a detail driven Grants Coordinator with a flair for writing and a love of numbers!  
A minimum of 2 years' 'grant funding' experience is desirable.

The Graeme Dingle Foundation is a leader in the field of youth development in NZ. Founded in 1995 as Project K Trust, we now provide 26,000 young people 5-18 years with proven programmes that transform their lives. Our programmes are Kiwi Can, Stars, Career Navigator, Project K, MYND and Kiwi Tahi.

This part-time role will report to the Grants Manager and support the grant application process for the Graeme Dingle Foundation National Support Office and our regional delivery teams.

We offer a family friendly environment with the possibility to work flexible hours (24 hours per week).

### Main responsibilities are:

- Prepare grant applications to deadline.
- Gather information/data to prepare funder reports/accountabilities.
- Research and investigate potential new funding sources.
- Build and maintain relationships with external stakeholders.

### Skills and Experience:

- High level of verbal and written communications.
- Great time management and ability to work to deadline.
- Ability to work autonomously and as part of a team.
- Experience in Word/Excel/PowerPoint essential.

### Attributes:

We're after a resilient self-starter who demonstrates initiative, is highly organised and has great attention to detail. You will need to understand the funding landscape, be a real team player and an innovative thinker.

If this sounds like you, we'd love to hear from you. Please send a covering letter and your CV to Kate Sanderson at [kate.sanderson@dinglefoundation.org.nz](mailto:kate.sanderson@dinglefoundation.org.nz)

Closing date May 20<sup>th</sup>.