



Job Description: Grants and Operations Coordinator

About the Michael and Suzanne Borrin Foundation

The Michael and Suzanne Borrin Foundation (Borrin Foundation) is an independent foundation established as a gift to New Zealand from the Borrin Family. The Borrin Foundation is here to make a difference to the lives of New Zealanders, through the law. We do this by supporting legal research, education, and scholarship through effective philanthropy. The Borrin Foundation's vision lies at the heart of why we're here and everything that we do:

***Vision:** We believe law is essential to a flourishing society – one that is just, inclusive, tolerant, and free. Our vision is of an Aotearoa New Zealand where everyone understands the role and value of the law, and everyone enjoys the protection and opportunity that it provides.*

We have a focus on 'areas of profound concern' – this means areas of the law that are not serving New Zealanders well. The Borrin Foundation aims to 'do more than give money' – we go beyond 'transactional grant-making' and the traditional role of a 'funder'. As an independent philanthropic entity, we do a mix of both 'proactive' and 'reactive' grant-making. You can learn more about us at www.borrinfoundation.nz

About the role

The Grants and Operations Coordinator supports all areas of the Borrin Foundation's work. This position holds a variety of responsibilities ranging from managing the grants and contacts database, to information management and filing; to research and analysis; to document preparation; to relationship management with Borrin grantees; to minute-taking, to diary management, to event planning. This is a varied role that will suit a versatile and strong "generalist" who can handle the complexity of such a role. The Grants and Operations Coordinator will be proactive, resourceful, and also have tech prowess.

The Grants and Operations Coordinator reports to the Borrin Foundation's Chief Philanthropic Officer (CPO). As well as the administrative part of the role, the Grants and Operations Coordinator will also be a strategic partner, trusted confidante, and professional problem solver for the CPO. They have a skill-set that is complementary to the CPO's. The CPO has a strategic and 'outward-facing' role for the Borrin Foundation. The CPO is also an innovator and initiator of work streams. To complement this, the Grants and Operations Coordinator, will need to be strong on follow-through, details, and ensuring things run smoothly. The Grants and Operations Coordinator will also build, maintain (and improve) processes, resources, and systems. They will be naturally organised, systematic, and analytical – and strong on details and accuracy.

The Grants and Operations Coordinator will be flexible and calm under pressure. S/he should feel comfortable working with people of various levels and backgrounds (including senior executives). They will be a forward planner and problem solver who can identify and action opportunities to make improvements. Due to the variety inherent in the role, they must have strong organisational, time-management and prioritisation skills. There will also be a fair amount of routine administrative work as part of this role.



Keys to success are the quality of the relationship with the CPO, as well as your ability to gain a good understanding of the Borrin Foundation's vision, strategy, and approach to grant-making, enabling you to stay one step ahead and manage changing priorities.

This position is an excellent opportunity for someone who is looking for purposeful and meaningful work in the not-for-profit sector. The role is ideal for someone who believes in building a more flourishing New Zealand – one that is just, inclusive, tolerant, and free.

Core Responsibilities and Key Tasks to be achieved

Areas of responsibilities for the Grants and Operations Coordinator, as well as key tasks include:

- **Grants and grant-making:** Work with the CPO to identify and engage with potential grantees; help support potential grantees to develop ideas and provide feedback through the application process. Follow-through work on grants once approved, as well as follow-through work on proactive grant-making. This includes drafting and preparation of grant paperwork, relationship management with grantees including follow-up on progress reports and outputs of grants. Review, write or improve policies and procedures related to grant-making that are fit-for-purpose. Respond to, and screen, unsolicited enquiries for funding.
- **Outreach and engagement work:** This includes supporting and contributing to the CPO's engagement and leading engagement where appropriate. This will be decided in consultation with the CPO. Support for the CPO includes requesting meetings, prioritising meetings, responding to meeting requests and diary management for the CPO. This requires an understanding of who the meetings are with, what was discussed, and what follow-up actions are required. Engagement work includes working alongside the CPO and Scholarships and Engagement Associate to develop a strategy and implement ways to promote the work of our grantees; develop and grow our 'alumni' network and help connect grantees and further their contribution to law in NZ. When necessary, stand in for the CPO – occasionally attending conferences, seminars to represent the Borrin Foundation when the CPO is not available.
- **Grants and Scholarships Committee support work:** Assist the CPO in the preparation of agendas, papers and minutes, and filing documents. Logistical support such as meeting coordination (liaising with GSC members and GSC advisors or their EAs) booking catering, venue etc. Minute-taking at meetings.
- **General Administration, Logistics, Event Co-ordination:** this includes office management work, planning and coordination. Logistical support such as booking flights, accommodation. Event planning, event co-ordination will also be needed at times.

Essential skills/experiences for the role

Our workplace values and respects the diversity of Aotearoa, New Zealand and the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Essential skills and experiences of this role include:



- An understanding of New Zealand's constitutional framework and legal system
- An ability to work credibly with diverse cultural groups, and communities, and in particular kaupapa Maori organisations
- **Interpersonal skills** - Proactively builds and maintains relationships with wide ranges of stakeholders and diverse groups
- **Communication skills** - Ability to communicate in a respectful, friendly and sensitive manner when communicating with a wide range of stakeholders.
- **Planning** - Sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks;
- **Process Management** - Good at figuring out the processes necessary to get things done; knows how to organize people and activities;
- **Organised** – Has good control of time and an understanding of the priorities. Can manage their own time and the time of others to get to outcomes quickly and effectively. Able to manage multiple activities successfully at once.
- **Technical skills** - High proficiency in Microsoft Office suite, in particular Excel, PowerPoint, Word, and Outlook (familiarity with other platforms and tools such as SharePoint, AirTable, Capsule, CRM, MailChimp, Wordpress and social media platforms an advantage).

Desirable skills/experiences for this role

- A tertiary degree
- Experience involving grants or other similar awards
- Experience in or knowledge of the Justice Sector and legal profession

HOURS OF WORK

40 hours a week. Flexi-time is available.

Remuneration & Benefits:

As at May 2022, the remuneration range for this role was \$76,500 to \$90,200 (85% to 110% around a median of \$82,000)

To ensure the health and wellbeing of our staff, the Borrin Foundation (through the Nikau Foundation, our Corporate Trustee) has a Vaccination Policy which requires all employees to have a Covid-19 Vaccination Certificate, otherwise known as a My Vaccine Pass (CVC) in order to commence employment.