

POSITION DESCRIPTION

Position:	Head of Funding (aka Collector of Cash)
Location:	Wellington
Travel:	Some travel required to meet with sponsors and attend programmes & events
Budget:	Overall responsibility for funding strategy execution and budgeted outcomes
Reports to:	CEO
Direct Reports:	One – Head of Partnerships
Date prepared:	August 2025

Key Purpose of Role

The Head of Funding will be a strategic leader responsible for securing and managing the funding that supports the core operations and long-term growth of the organisation. This role is critical for ensuring that the organisation meets its minimum funding requirements for each Financial Year. The Head of Funding will be tasked with creating and driving the execution of the funding strategy, leveraging partnerships. You will oversee the partnerships function through the Head of Partnerships, while directly managing key strategic relationships with major corporate, government, philanthropic, and alumni partners.

Key Responsibilities of Role

This role takes direct responsibility and personally looks after our stakeholder management. Within this area, the key responsibilities include:

- Funding Strategy & Execution
- Partnership Oversight
- Looking after key stakeholder groups
- General responsibilities

1. Funding Strategy Development and Execution

- a. Lead the development and implementation of the organisation's funding strategy, focusing on the goal to secure minimum funding for core operations and working towards a growth target for expanded impact.
 - b. Drive key priorities in the strategy:
 - i. Corporate Sector Engagement: Secure partnerships with companies that align with our mission, expanding our support base while maintaining a values-driven focus.
 - ii. Government Advocacy: Own discussions to the ministerial level, securing sustained commitments and reinforcing our role in youth development.
 - iii. Alumni Network Funding: Engage with alumni to activate new funding streams and enhance the organisation's reach.
 - iv. Philanthropic funding: Working with philanthropic sources to source funds for the organization.
 - v. Project Alignment: Ensure that funding efforts are aligned with projects that best serve the organisation's mission and financial needs.
 - vi. Ethical Funding and Profitability: Prioritise ethically aligned funding sources and ensure profitability in project planning to maintain financial resilience.
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2. Partnership Function Oversight

- a. Provide leadership and direction to the Head of Partnerships, ensuring effective delivery of day-to-day partner account management, activation, and reporting.
- b. Personally manage only high-value, strategic partners and ensure they receive bespoke stewardship.
- c. Make sure there is a diverse portfolio of sponsors, funders, and delivery partners, ensuring strong, sustainable relationships that meet both short-term and long-term funding goals.
- d. Recruit new sponsors, funders, and partners, collaborating closely with the CEO and leadership team.

3. Pipeline Management and Forecasting

- a. Own the organisation's funding pipeline in Pipedrive, with reporting and forecasting responsibility.
- b. Manage and report on the current funding pipeline, actively working to close out funding opportunities, while seeking opportunities to exceed overall funding target.
- c. Utilise Pipedrive's reporting and dashboard features to provide real-time insights into the health of the funding pipeline, ensuring data-driven decision-making and timely intervention to meet fundraising targets

4. Stakeholder Engagement

- a. Own, build and nurture relationships with strategic level stakeholder groups, including VIPs, politicians, and the Supporters' Council, major donors directing operational support from the Head of Partnerships where required.
- b. Collaborate with internal teams to ensure successful coordination and execution of partnership programmes and initiatives.

5. Funding proposals and Reporting

- a. Oversee the Head of Partnerships preparation of grant applications, funding proposals, presentations and collateral to support funding conversation ensuring accuracy and alignment with organisational priorities.
- b. Oversee reporting for sponsors, funders, and grant bodies, ensuring compliance and the provision of timely and relevant information.

6. Leadership and Team Collaboration

- a. Lead and support the growth of the Head of Partnership
- b. Provide leadership and guidance to the wider team, ensuring the team is aligned with the funding strategy and organisational goals.
- c. Collaborate with other departments to ensure alignment in messaging, goals, and efforts, fostering a culture of cross-functional teamwork.

7. General Responsibilities

- a. Support other team members during busy times, assisting in recruitment, donor management, and programme facilitation as needed.
- b. Assisting in any of the Trust's events to support high-value stakeholders and fundraising events.
- c. All team members of the Trust are expected to work from time to time in areas beyond their core responsibilities.

Skills and Experience

- Proven experience in Enterprise Sales or fundraising, partnerships, and stakeholder management, particularly in securing corporate, government, and philanthropic funding.
- Strong account management skills, with the ability to cultivate long-term relationships and activate sponsorships and funding opportunities.
- Demonstrated leadership and strategic planning abilities, with experience in driving an organisation's funding strategy and meeting funding targets.
- Sales experience (new business development) and fundraising experience is a core requirement.
- Expertise in grant writing and reporting to ensure successful applications and compliance with funding requirements.
- Experience with CRM or opportunity management systems (preferably Pipedrive) to track funding opportunities, manage relationships, and provide forecasting and reporting.
- Marketing and communication skills, with the ability to effectively promote the organisation and engage potential funders.
- A passion for youth development and the ability to inspire others to support the mission.

Key Attributes

- **Innovative:** Ability to think strategically and creatively about new funding opportunities and partnership models.
- **Results-Oriented:** Focused on achieving measurable funding outcomes while managing the details of multiple funding streams.
- **Collaborative:** Strong team player who can work across departments to ensure alignment in achieving funding goals.
- **Customer-Focused:** Committed to building and nurturing relationships that align with the organisation's mission and values.
- **A hustler** – a multi-tasker who rolls up your sleeves and gets things done (a “GSD” attitude).

Our brand values are very important to us, and we look for these attributes in everyone who works for us:

- **Love What You Do** – working for Young Enterprise is more than having a job or a career, it is about having purpose and passion.
- **Connect & Collaborate** – our strength lies not just in how we work together as a team, but how we connect with our “extended family” and collaborate with like-minded organisations and individuals.
- **Try New Stuff** – we model ourselves on the start-up ecosystem we are trying to help build. We love pilots and value the ability to innovate but also accept failures and the need to pivot.
- **Make It Real** – theory only goes so far. The best learning for our students and ourselves is an authentic one where the experience is real.
- **Aim for Awesome** – because that's what makes all of the above great.