

Te Reo Irirangi o Maniapoto - MFM

Funding Coordinator

Employment Type: Part-Time

Location: MFM Office, 96a Rorā Street, Te Kūiti

Start date: ASAP

The Role

MFM is looking for a passionate and motivated person who is competent in project establishment and funding and sponsorship writing. The Funding Coordinator will be responsible for the establishment, supporting the co-ordination of a project and monitoring of project's.

Skills and Qualifications

- Meticulous time management skills (deadlines, tasks, etc.)
- Strong verbal and written communication skills is necessary;
- Strong planning and project managing through online management tools;
- Self-starter who can juggle several tasks and projects;
- Great people skills with and a positive, can-do attitude;
- Ability to prioritise, pick up and complete projects and tasks as required.
- A background in Project Funding or a qualification in Communications is desirable.

General descriptions of day-to-day activities

- Sourcing of potential funding and sponsorship streams;
- Writing bid for funding;
- Foresight to develop a project plan, budgets and marketing strategy with funding applications;
- Coordinating the reporting of project milestones;
- Monitoring of on-time delivery of projects and within agreed budgets;
- Overseeing contractual obligations associated to projects;
- Lead, facilitate and document regular project team hui;
- Plan, coordinate the production and promotional content for online, print and TV Community Screens;
- Monthly reporting to the Kaitiaki Tikanga;
- Assist in other duties as required by the General Manager;

It is desired that the applicant has an interest in Te Reo o Maniapoto, Māori activities, funding and sponsorship writing. An understanding of tikanga Māori and the ability to understand and apply te ao Māori concepts is desirable. This position is ideal for someone who has a keen interest in campaigns promotions, media communications, te reo, tikanga Māori and is looking to

To apply, please send your CV and cover letter, outlining your skills and experience for this role and why you are the ideal person to join us.

For more information, please contact Pianika on 07 878 1160 or contactus@mfm.co.nz