



## Job Description – Grants Manager (Volunteer)

### About Inline Hockey New Zealand.

Inline Hockey New Zealand is the governing body for Inline Hockey in New Zealand. It promotes Inline Hockey through inclusive, high-quality programs.

### Position Purpose.

The Grants Manager is responsible for researching, preparing, submitting, and managing grant proposals/ reports that support IHNZ goals and meet funder guidelines and criteria. This person serves as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement.

This position:

<i>Reports to:</i>	General Manager - Inline Hockey New Zealand
<i>Location:</i>	Remote.
<i>Position Status:</i>	Volunteer. Estimated 5 hours per week.
<i>Direct Reports:</i>	N/A
<i>Key Relationships:</i>	General Manager, IHNZ Chair and Board, IHNZ Communications Manager, IHNZ event organizing committees, Presidents of IHNZ affiliated clubs.

### IHNZ is a Child Safe Organisation.

As part of our safeguarding culture, IHNZ is committed to ensuring all staff and volunteers who work with children and young people are safe and appropriate to work with children. All staff and volunteers will be required to be safety checked and Police vetted.

IHNZ recognises all our staff and volunteers are in Positions of Trust. We want children, young people, parents, caregivers and whānau to feel protected and confident that our staff and volunteers have been safely recruited to the highest standard possible.

## Our Values.

Inline Hockey New Zealand embodies the following principles and values within our sport:

- Respect
- Equality
- Discipline
- Fairness
- Teamwork

## Personal Attributes.

<i>Results oriented, driven and motivated.</i>	You are task oriented, and delivery focused, coupled with an ability to see the bigger picture. You see things through, and you deliver. Your work ethic is on point. You want to make a positive difference.
<i>High attention to detail.</i>	You'll impress the inline hockey community with your methodical and systematic approach, and superior planning skills.
<i>Ability to work under pressure.</i>	You can manage a multitude of competing deadlines and projects whilst keeping composed in a fast-paced and sometimes sensitive environment (when dealing with serious injuries).
<i>Collaborative approach.</i>	You understand the importance of combining everyone's efforts and expertise to produce benefits greater than those achieved through individuals. You understand when to consult with others internally and are comfortable working with external partners.
<i>Enthusiasm.</i>	You believe in our cause and are excited to share our IHNZ stories. You have a sense of humour!
<i>Exceptional relationship management skills.</i>	You can engage with and foster trust with a wide-cross section of people.
<i>Flexibility.</i>	Flexibility to volunteer (work) outside normal office hours, on weekends, and on public holidays. Flexibility to work across many projects and initiatives.

**Skills and Qualifications.**

*Required:*

- 3+ years of experience in fundraising, grant writing or grants management.
- Demonstrated analytical and persuasive writing experience and superior editing skills, including ability to clearly convey complex information to a diverse audience.
- Strong administrative skills and self-motivation with the ability to set priorities and manage multiple tasks under minimal supervision effectively and efficiently.
- Ability to work under pressure and respond to deadlines without sacrificing quality.
- Excellent computer skills in all Microsoft Office packages including Word, Excel, Power Point, and Outlook.

*Desirable:*

- Experience and proven track record in a similar role.
- A degree in nonprofit administration, business or management.
- Experience with youth-serving organizations.
- Knowledge of or interest in inline hockey.

**Key Responsibilities.**

Key responsibilities of the Grant Manager include maintaining and building relationships with funders and strategic partners, both locally and nationally. The role involves comprehensive grant administration, such as developing and maintaining a master calendar of grants, drafting proposals, submitting applications, and managing grant-related files and correspondence. The Grant Manager is responsible for financial oversight, including tracking and monitoring grant budgets, ensuring compliance with funder guidelines, and preparing interim and final reports. They will also support audit preparations and ensure transparent documentation. Additionally, the Grant Manager evaluates the success of funded projects, works with program staff to track outcomes, and provides continuous improvement recommendations based on data. The role includes providing quarterly evaluations and impact reports to the Board.

<i>Relationship Management.</i>	Maintaining and building relationships with funders and other strategic partners on a local and national level.
<i>Grant Administration.</i>	Developing and maintaining a master calendar of grants and prospects and all associated files and correspondence.

	<p>Drafting proposals, grant application narratives, and collaborate to finalize with event planning staff, finance, and the IHNZ General Manager.</p> <p>Submitting grant applications via paper or online portals.</p> <p>Maintaining library of grant support documents.</p>
<i>Financial Oversight and Reporting.</i>	<p>Tracking and Monitoring Grant Budgets. Ensure proper use of grant funds in line with the grantor's guidelines.</p> <p>Reporting and Compliance. Prepare and submit interim and final financial and narrative reports to funders, ensuring compliance with grant requirements.</p> <p>Audit Preparation. Support in audits of grant-funded activities and financials, ensuring transparency and proper documentation.</p>
<i>Grant Evaluation and Impact Tracking.</i>	<p>Evaluating Grant Success. Work with program staff to measure and evaluate the impact of funded projects, ensuring objectives are met.</p> <p>Continuous Improvement. Use data from past grants to improve future applications and the efficiency of the grants management process.</p> <p>Provide the Board with a quarterly written evaluation and impact tracking data for grants.</p>
<i>Other Duties.</i>	<p>Other duties as reasonably requested by the General Manager.</p>