

# **Funding and Grant Application Assistant**

## **ESTIMATED TIME: 50-100 HOURS OVER 3-6 MONTHS**

*As a charitable organisation we depend on donations and grants to fund our ongoing work and future goals. We seek an individual with experience in (or keen to learn) the preparation of grant and funding applications. This role would: 1. Assist in identifying suitable grants relevant to our organisation 2. Prepare funding applications by connecting the grants' funding requirements to our future projects and objectives 3. Complete and submit funding applications and grant proposals This role will enable us to continue to fund our current and future goals and objectives. These include educational resources for schools, research programmes and social science initiatives. The role requires a high standard of English, professionalism, good communication skills, diligence.*

### **WORKING LOCATION**

While we are primarily based in Auckland, working remotely is possible. We are a national organisation with many volunteers working from remote locations around the country.

### **PROPOSED PROJECT STEPS WITH TIME ESTIMATES**

#### **Step 1: Review relevant materials**

Review relevant information about our organisation including our website, previous grant applications and our goals (2-3 hours reading) As you learn more about us this step will not need to be repeated.

#### **Step 2: Brainstorming session**

Along with our team, brainstorm key messages and information required to create a useful grant application (1-2 hours)

#### **Step 3: Writing**

Write the application and forward it to our team for review (3- 4 hours)

#### **Step 4: Feedback**

Incorporate the feedback and update the application as required. Submit the application to the relevant funding organisation (2 hours).

The time requirement is estimated to be 3-4 hours per week, but variable depending on application deadlines.

You will have excellent communication skills, keen attention to detail, ability to work independently, organise and process tasks efficiently. Previous experience in a similar role would be a bonus.

### **WHAT WE HAVE IN PLACE**

Our organisation was founded in 2005 and is underpinned by its members and volunteers. Over this time we have grown a strong support base and formed strong and valued relationships with key organisations and corporates.

Vision: Our vision is to ensure that New Zealand's ecosystems support thriving moth and butterfly populations.

Mission: To engage with New Zealanders to ensure our biodiversity promotes a thriving moth and butterfly population.

We want to inspire more people to have a deeper understanding of our NZ butterflies and moths by reaching them via social media. YOU can make this happen!

If you have an interest in gardening and wildlife, and a love of NZ Nature, combined with good organisational skills... you sound like you'd be a good fit for us!

We are governed by a Board of Trustees who meet monthly and make decisions for the governance of our charity. But the day-to-day running of the MBNZT is left to a small group of volunteers. We enjoy the work that we do, and it is always a pleasure serving our members and our beautiful butterflies.

Our websites and social media:

[www.nzbutterflies.org.nz](http://www.nzbutterflies.org.nz) and [monarch.org.nz](http://monarch.org.nz)

Facebook: mbnzt

Instagram: MothsandbutterfliesNZtrust

Twitter: MBNZTorg

Pinterest: MBNZT