



# Philanthropy New Zealand

*Tōpūtanga Tuku Aroha o Aotearoa*

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## POSITION DESCRIPTION

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Title:	Policy and Research Manager
Reports to:	Chief Executive
Location:	Philanthropy New Zealand, Wellington
Position:	Permanent
Salary:	\$80-\$85k.

### **About Philanthropy New Zealand:**

Philanthropy New Zealand (PNZ) is the peak body representing and supporting philanthropy and grantmaking in New Zealand. PNZ has a vision of a thoughtfully generous Aotearoa New Zealand.

Philanthropy New Zealand works to inspire generosity and thoughtful grantmaking, with a mission to:

- support better philanthropy and grantmaking
- help build a stronger philanthropic and grantmaking sector
- inspire more philanthropy.

For more information visit [www.philanthropy.org.nz](http://www.philanthropy.org.nz)

**Purpose of the role:**

The purpose of this role is to develop, manage and evaluate a policy and research programme to support the ecosystem for the philanthropy sector. This includes:

- a proactive programme of environmental scanning to: determine developments of interest to the philanthropic sector; communicate items of relevance; contribute to initiatives; and input into consultations
- building knowledge and relationships to support the sector's influence into government, corporate and not for profit sector decision making
- ensuring there is data and research to communicate the nature and impact of the sector and support informed decision making
- providing support to members on policy and research matters.

This is a new role, therefore the incumbent will have the exciting opportunity to establish this function within PNZ, in close liaison with its member organisations.

This role has been funded by the Combined Community Trusts of New Zealand.

**Key tasks:**

- Develop a proactive programme of environmental scanning and relationship building to ensure philanthropic influence into government, the corporate and not for profit sectors
- Provide PNZ members with relevant information, including writing fact sheets, briefings, updates, position papers, newsletter articles
- Engage with members to appropriately represent their voices in conversations and consultations, including drafting submissions
- Facilitate membership access to policy professionals, Ministers and other decision makers
- Provide advice and support to members seeking policy and research help, or leading collaborative projects
- Oversee and co-ordinate a regular research programme to measure the philanthropic sector's contribution
- Identify and be able to use existing sources of relevant local, national and international data.
- Lead, coordinate or undertake research or policy work on topics of key interest to members
- Work with suppliers, members, supporters, funders and sponsors to achieve delivery of projects
- Coordinate various policy and research related forum, including the quarterly meeting between philanthropy and Government.

**Skills and attributes sought:**

- Proven high performance in policy roles
- Familiarity with data and research
- Developed analytical skills that can be applied to a wide range of projects and tasks
- An understanding of Te Tiriti O Waitangi and commitment to upholding it in everyday work
- Track record in successfully working collaboratively with multiple stakeholders with varying views
- A demonstrated customer focus and strong relationship building skills

- Great organisational and time management skills, and an eye for detail
- Excellent verbal and written communication abilities
- The ability to present complex information simply
- A thorough understanding of the government sector
- Experience working with the philanthropic and not for profit sector an advantage

**Hours and location of work:**

PNZ's office is on the Terrace, in Central Wellington. We offer flexible employment, and our staff blend working from the office and remotely.

**This role is full time but for the right candidate we will consider a four-day week (32 hours).**

**About us and what we seek in our Policy Manager:**

We're a high energy, friendly and passionate bunch. We work hard as we believe in the value of our contribution towards philanthropy making a positive difference to Aotearoa New Zealand.

We work closely and collaboratively with our members. Sometimes we lead projects, and sometimes a member will lead and convene action on a topic, with PNZ supporting. You'll be genuinely interested in the work of our members in order to build the necessary relationships and understanding to do the job.

You'll need to have a constructive working style and be a self-starter to fit in. You'll be able to work independently, as well as be a team player. You'll have an opportunity to input outside of policy and research to strategy and organisational decision making – all brainpower is appreciated!

PNZ has a small team, so in times of peak workload, we take a team approach to achieving goals, which can require flexibility and – within reason - stepping outside of the job description.

Your skills and activity will be highly valued by the rest of the team and our membership.