

POSITION DESCRIPTION



Position Title	Legacy Fund Manager
Business Unit	Corporate Services
Reports to	Head of Group Strategy, Performance and Planning
Position Type	1.0, Fixed Term – 18 months
Location	Wellington or Auckland, NZ
Date	July 2025

New Zealand Rugby Overview

The vision for New Zealand Rugby is to Inspire and Unify. We do this by living the values of The Rugby Way, Te Ara Ranga Tira, which guides our game from Small Blacks to national teams.

The four pillars (Pou) of The Rugby Way are: Be Our Best (Te Pou Hiranga), Be Welcoming (Te Pou Maioha), Be Passionate (Te Pou Ihihi) & Play Fair (Te Pou Tika).

We strive for rugby teams in black that are unrivalled, a high performance system that produces the world's best talent, competitions that fans love, and a community game that is strong and cherished. We are committed to New Zealand rugby being financially secure, attracting top partners and contributing actively to the global game.

New Zealand Rugby employs more than one hundred and fifty staff who are based in its Wellington head office, Auckland or in a variety of rugby roles throughout New Zealand. Responsibilities include management of our national teams (including the All Blacks), administration of our national competitions, and participation in international competitions including Test matches, as well as assisting community rugby throughout the country. The organisation has direct relationships with its members, including all 26 Provincial Unions, Super Rugby Teams, Commercial and other partners and stakeholders such as the New Zealand Government.

New Zealand Rugby is one of New Zealand's largest sports organisations, with a team of employees committed to ensuring that our national game is run smoothly and effectively at all levels, all over New Zealand.

Purpose

The Legacy Fund Manager is responsible for the day-to-day management and operations of the Legacy Fund Charitable Trust. This includes governance support, funding process coordination, applicant engagement, marketing and communications, compliance with statutory obligations, and identifying future fundraising opportunities to ensure the long-term sustainability and impact of the fund.

Key Tasks

Governance and Compliance

- Coordinate the appointment process for Advisory Group members.
- Maintain and regularly update core documents including the interests register.
- Prepare all documentation and logistics for the Legacy Fund Advisory Group and Trustee meetings, including agendas, minutes and briefing papers.
- Record and distribute accurate minutes for the Advisory Group.
- Ensure compliance with Charities Services obligations, including annual reporting and maintaining registration status.
- Lead the annual review of governance procedures to ensure alignment with best practice.

Operations

- Manage the end-to-end funding application process, including pre-assessment, eligibility review, and preparation of applications for the Advisory Group and Trustee.
- Ensure timely and clear communication with applicants, including notification of funding decisions and feedback where relevant.
- Support the Advisory Group and Trustee in their assessment processes with clear, concise reporting and recommendations.
- Ensure all financial information is correctly invoiced for, coded and reported on with support from the NZR Finance Team.

Monitoring and Strategic Alignment

- Lead the monitoring and evaluation of funded initiatives, tracking impact and progress against agreed outcomes.
- Stay informed of developments in the strategic context relevant to the Fund, including changes in community needs, sector trends, and national priorities.
- Provide strategic insights to inform the Fund's future direction and relevance including staying up to date with the Sport NZ strategy, NZR and member organisation strategies and relevant local council or sports trust strategies.

Logistics and Administration

- Manage travel and accommodation logistics for Advisory Group members attending in-person meetings or site visits.
- Maintain effective systems and records to ensure transparency, accountability and operational efficiency.

Fundraising and Partnerships

- Explore opportunities to grow the Legacy Fund's philanthropic base, including high net wealth donors, grants, sponsorships and partnerships.
- Develop proposals or cases for support where appropriate and maintain a database of potential funders.
- Present on the Legacy Fund, its operations and benefits to the community game and opportunities to invest at various internal and external engagements.

Other

- Undertake other tasks as required to meet team or organisational objectives

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan
- Knows what process options are available and contributes to a harm-free workplace culture

Key Relationships

This position reports to:	Head of Group Strategy, Performance and Planning	
• Other areas/people that report to this position's immediate manager:	<ul style="list-style-type: none">• Strategy, Planning and Performance Project Manager• Corporate Social Responsibility Manager• Performance Reporting Analyst• Procurement Project Manager	
• This job's direct reports are:	<ul style="list-style-type: none">• Nil	
External Relationships <ul style="list-style-type: none">• New Zealand Rugby Players Association• Other Sports Organisations• Regulatory bodies• Sport NZ		Internal Relationships <ul style="list-style-type: none">• CEO and Executive Team• New Zealand Rugby Board• New Zealand Rugby Staff• New Zealand Māori Rugby Board• Tausoa Fa'atasi Pasifika Advisory Group• Provincial Unions• Senior Management Team• Super Rugby Franchises

Person Specification

Experience

- Proven experience in grants management, philanthropic funding, or not-for-profit operations.
- Strong understanding of governance, compliance and charitable obligations in New Zealand.
- Experience supporting boards or advisory committees, including preparing formal meeting papers and minutes.

Knowledge

- Understanding of community sport or charitable community initiatives.

- Knowledge of te ao Māori and principles of long-term investment planning
- Familiarity with Charities Services and reporting frameworks.
- Experience in fundraising, donor engagement, or philanthropic relationship building.

Skills

- Excellent written and verbal communication skills, including stakeholder engagement.
- Strong project management and organisational skills, with the ability to meet deadlines and manage competing priorities.

Competencies

Behaviour	Everyone	People Leaders
Be Welcoming	<ul style="list-style-type: none"> • Respects and values others' styles, opinions, backgrounds and beliefs • Understands the motivations and situation of others • Promotes an inclusive culture welcoming all ages, genders, ethnicities, sexualities, religions or physical abilities 	<ul style="list-style-type: none"> • Stays connected to the team • Cultivates a team culture by advocating collaboration across teams • Actively seeks others' involvement
Be Our Best	<ul style="list-style-type: none"> • Seeks and acts upon feedback to improve performance • Recognises & develops own strengths and work-ons • Shares knowledge and skills • Respects and values the contribution of others • Identifies areas where a difference can be made and adds value • Works to gain trust and respect with all stakeholders • Responds positively to change • Is forward-thinking, always looking striving to improve and be the best • Consistently delivers on time • Puts their hand up when help is required or when it's required by others • Sees opportunities rather than barriers • Speaks up and challenges where there are issues, risk or inefficiencies 	<ul style="list-style-type: none"> • Ensures the right people are in the right job at the right time • Provides the tools needed for success • Invests in growing our people and supporting their holistic development • Sets attainable challenges & recognises and reinforces development efforts • Shares information and provides effective coaching • Takes the time to understand individual's strengths and where/how they can add value • Engages and utilises people from across NZR in the development and execution of business priorities • Looks long-term, to generate and encourage new ideas • Walks the talk • Ensures the wider team understand how what they do fits with NZR's vision and key strategic challenges • Prioritises the wider team's goals and intentions accordingly

Be Passionate	<ul style="list-style-type: none"> • Demonstrates a can do attitude, always open to opportunities • Pursues everything with energy and drive • Strives to achieve stretch goals • Always an ambassador for NZR and the game • Loves what we do – works here because it's fun and we connect with others • Is a team player, connects with people 	<ul style="list-style-type: none"> • Creates a highly engaged environment and culture • Encourages responsible risk taking where mistakes are owned and learned from • Encourages research and learning in relevant areas of rugby, sports and other business to understand future trends
Play Fair	<ul style="list-style-type: none"> • Is honest and constructive in discussions • Acts for the good of the game and respects its heritage, history and heroes • Is open, supportive and considerate • Actively listens, considers and takes on board other views • Behaves with integrity and is responsible for own behaviour • Looks after others and steps in if something is not right • Fronts when something goes wrong, owns the action and the consequence 	<ul style="list-style-type: none"> • Ensures people know what is expected • Has the team's back • Trusts others to make good and timely decisions • Clearly and consistently communicates with all team members

Authorities / Dimensions of the Position

Staff – Nil

Budget – controls expenditure budget

Contractual – Signs letters and contracts on behalf of the organisation within specified delegated authorities.

Manager Name: _____ Signature: _____ Date: _____

Employee Name: _____ Signature: _____ Date: _____