



SUFFOLK
Community
Foundation

SUPPORTING LOCAL LIVES



Job Description

Director of Grants and Impact

Recruitment Pack 2025



About Suffolk Community Foundation

Established in 2005, Suffolk Community Foundation (SCF) is a registered charity and part of a national family of 47 community foundations across the UK.

We are the largest independent grant maker to the voluntary sector in Suffolk, working closely with partners to increase understanding of need and raise funds to support local charities and community groups.

We seek to support local lives in a compassionate, respectful and sustainable way. We act as a philanthropic hub to channel funds directly to local charities, with a particular focus on those with limited fundraising capability.

We work across Suffolk, raising awareness of the challenges for communities, typically in relation to poverty, health and well being, the environment and inequality.

We raise funds by building trusted relationships with a wide range of donors. They include philanthropic individuals, giving circles, companies and national and local charitable trusts.

In 2025, we will have a new Chief Executive as Hannah Bloom steps up from her current Director role, providing an opportunity for change and improvement across our donor care and grant making.



Director of Grants and Impact

The Director of Grants and Impact will lead the strategy, execution and impact of Suffolk Community Foundation's grant making programmes and manage the grants team. The Director will ensure that the Foundation captures and responds to the evolving voice of the VCFSE sector and connects with a diverse audience of organisations and communities.

With your understanding of the sector and communities in Suffolk and as an ambassador for the Foundation, you will develop crucial relationships with stakeholders including but not limited to the voluntary, community and faith sector, public agencies and grant making trusts and foundations.

Working with the Chief Executive you will help to position the Foundation as a trusted grant making partner and effective funder, attracting new income and delivering effective grant programmes.

This is an important time for the Foundation as we respond to the increasing need in the sector, with a plan to maximise our impact by creating themed funds and by adopting a coproduction approach to our grant programmes.

Reports to	Chief Executive Officer
Salary	c.£60k FTE
Contract	Permanent
Working Hours	Full time (35 hours per week) Some flexibility may be required for evening and weekend meetings or events
Location	Wherstead, Ipswich (with some hybrid working available on occasions)



Duties and Responsibilities

Internal

- As a key member of the Senior Leadership Team, assist with the development, execution and evaluation of the strategic plan for the Foundation.
- Create a positive and performance driven environment by leading, motivating and supporting the grants team to deliver grant funding that achieves the agreed objectives, whilst adhering to IVAR principles of best practice grant funding.
- Work with the team to create efficient ways of processing and managing grant-making, with a commitment to IVAR principles.
- Work with the Senior Leadership Team to develop themed giving opportunities for donors to improve effectiveness of grant making i.e. larger, multi-year grants, and deepening relationships with charities and a better understanding of local need.
- Develop processes for monitoring, evaluating and learning from the impact of the Foundation's work both at a grant making and organisational level.
- Provide appropriate and timely feedback on activity to inspire wider giving and provide the context for strategic development.
- Harness the collection of data from within the Foundation and through our partnerships to ensure we understand and respond to the needs of our communities.
- Support the team to plan and deliver significant grants such as the Sizewell C Community Fund and manage the associated risks.
- Actively encourage, support and enable effective cross team working.
- Ensure the integrity and completeness of data held on Salesforce.
- To support the work of the Grants and Community Impact Committee of the Board.



Duties and Responsibilities

External

- Enhance the Foundation's reputation, influence and reach within the local VCFSE sector, the public sector and with communities more broadly.
- Support the Chief Executive to position the Foundation as a trusted grant making partner and effective funder.
- Adopt a collaborative approach with partners and act as an advocate for the VCFSE sector, articulating challenges and concerns.
- Identify national funding opportunities and relationships for Suffolk investment and work with the philanthropy team to prepare bids to attract significant funds.
- Obtain and evaluate information about sector trends and work with charitable organisations and communities to coproduce and shape our programmes.
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- Work with peers from Community Foundations across the UK to support the development of the Community Foundation network and help the design of national programmes for local implementation.



Knowledge, Skills and Experience

Essential:

- A strategic thinker, balanced with the ability to deliver at an operational level
- A skilled leader and excellent team management skills
- Proficient at developing strong relationships across a diverse stakeholder group
- Experience of public speaking, delivering presentations and giving press and radio interviews
- Three or more years senior leadership experience in the charitable sector
- Demonstrable experience of change management within systems, processes and resource.
- Experience of grant making

Desirable

- Experience of supporting philanthropic donors, individuals, companies, public sector and charitable trusts
- Experience of working with statutory partners
- An understanding of social issues in Suffolk
- Knowledge of IVAR grant making principles



Personal Qualities and Attributes

You will possess the following competencies and behaviours:

- Outstanding and effective communication skills, which includes public speaking
- A commitment to continuous improvement
- Energy and optimism
- Discretion, diplomacy and tact
- Integrity and trustworthiness
- Creativity and resourcefulness
- Commitment to equality, diversity and inclusion
- Highly self-motivated with the ability to work alone and as part of a team



What we can offer

- Our additional benefits include 30 days annual leave plus bank holidays, 5% employer pension contribution, an employee assistance programme with Westfield Health and free onsite parking when in the office.
- After a period of office-based familiarisation, some hybrid working would be available, although the majority of time would be office based.
- Unparalleled opportunity to engage and work in partnership with several significant organisations in the county.
- Encouragement to grow your personal profile with Suffolk's charitable networks.
- UK network of communication peers across Community Foundations, including learning groups, conferences, national opportunities, and intelligence sharing.
- The opportunity to make a significant contribution of the lives of people in Suffolk and to gain a depth of understanding of the need in our County.

Successful applicants will be required to evidence their eligibility to work in the UK.



How to apply

To apply to become our Director of Grants and Impact please submit your CV and a covering letter to jointheteam@suffolkcf.org.uk by 5pm on Monday 27th January 2025.

Please clearly outline your experience and how you meet the requirements of the role by addressing each point in the 'skills, knowledge and experience' section within your covering letter.

Please let us know if you require any special provision because of any disability.

Interviews will be held at our Wherstead office in early February 2025.

For an informal conversation to discuss the opportunity please contact Hannah Bloom, Director of Philanthropy and Engagement, by emailing hannah.bloom@suffolkcf.org.uk.



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We are dedicated to providing equal opportunities and encourage all applicants to apply regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We are also committed to ensuring inclusivity for all and strive to support applicants who may require adjustments to allow them to partake in our recruitment process. Should you require any adjustments, please let us know.

Finally, we are committed to protecting your data and privacy. Please visit our Job Applicant Privacy Notice for full details on how we process your personal data, [Join Our Team - Suffolk Community Foundation](#) (suffolkcf.org.uk).

suffolkcf.org.uk