



Grants Writer

Kaleidoscope

Location: Remote (Not restricted by country, though a high level of written/ spoken english is required)

Reports to: Director

Commitment: Flexible, part time (details negotiable)

Role: Unpaid volunteer position

Purpose: To secure funding for Kaleidoscope by researching, writing and submitting high-quality grant and sponsorship proposals, and by tracking and reporting on grant applications and outcomes to ensure sustainability and growth.

Key Responsibilities

Grant & Sponsorship Proposals

- Research funding opportunities from trusts, foundations, corporate sponsors, and statutory bodies.
- Draft, tailor, and submit compelling grant and sponsorship proposals that align with Kaleidoscope mission and project needs.
- Collaborate with relevant team members to gather data, impact stories, and supporting documents for applications.

Grant Tracking & Reporting

- Maintain an up-to-date log of all applications, deadlines, and outcomes.
- Monitor the progress of applications and respond to funder queries as needed.
- Prepare and submit timely progress and outcome reports to funders, ensuring compliance with grant conditions.
- Analyse outcomes to inform future strategy and improve success rates.

Additional Duties

- Attend team meetings - 1 hour online on a fortnightly basis
- Contribute to the development of fundraising strategies and share insights on funding trends

Essential Skills and Attributes

- Proven experience in grant writing, fundraising or bid writing (charity sector experience desirable).
- High level of written and spoken English.
- Excellent research, writing, and editing skills with strong attention to detail.
- Ability to interpret funding criteria and tailor proposals accordingly.
- Strong organisational and time management skills.
- Analytical mindset for tracking and reporting on outcomes
- Commitment to Kaleidoscope's mission and values

Time Commitment Estimate

- Grant / sponsorship proposals: 3 - 5 hrs / per proposal (variable, depending on deadlines)
- Grant tracking / reporting: 4 hrs / per month

Training and Support

- A comprehensive induction to Kaleidoscope and training for the role.
- Resources to support you in your role e.g. project outlines, previous successful applications.
- Support from your the Kaleidoscope Committee and remote volunteers
- The opportunity to gain and develop skills and to meet other volunteers.

Mission Alignment Requirements

All applicant must demonstrate:

- Understanding of Kaleidoscope's core purpose
- Adherence to safeguarding and ethical guidelines (***AI to not be used for the work of Kaleidoscope***)