

Job Description

Job title:	Grants and Fundraising Manager
Hours:	Full Time or Part time – between 18 hours per week (3 days) and 37 hours (5 days)
Salary:	£28,618 - £31,245 pro rata
Location:	Head Office
Responsible to:	Chief Executive

Main aims of the post

- To secure additional funding from trusts and funders
- To secure funding through corporate giving

Duties

- To be the principal source of knowledge on grant and trust funding for the charity
- Management of the preparation and submission of applications to grant making organisations, trusts, foundations and corporate funders
- Submit good quality grant applications to fund projects and core services across the charity. The emphasis should be on larger multiyear grants
- To liaise with managers to determine projects and ideas that can be supported through external grant funds
- To carry out detailed research using the Internet and other publications to identify suitable grants and trusts for applications
- To increase funds by targeting charitable trusts whose criteria match the charity's aims and activities
- To develop relationships with funders to enable year on year funding
- To record information on the charity's CRM system, Salesforce, related to applications and funds applied for
- Undertake training to continue to develop skills and knowledge to enable success in securing additional revenue through grants and trusts
- To carry out additional duties commensurate with the role as and when required.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications		Educated to degree level or equivalent	Application form
		Recognised fundraising qualification e.g. IOF certificate	Application Form
Work Experience	At least 2 years' experience of developing and delivering fundraising strategies and plans that support organisational growth	Experience of working in the 3rd sector.	Application form /Interview
	Proven ability to identify and draft grant funding bids and other forms of funding applications		Application form /Interview
		Experience of utilising social media to generate funds	Application form /Interview
		Experience of developing meaningful relationships and tangible partnerships with individual donors and other funders	Application form /Interview
		Proven track record in effectively coordinating the fundraising functions of a charity organisation	Application form/interview
		Experience of promoting and encouraging individual donations	Application form/interview
Skills	Highly developed written and presentation skills with proven ability to write and present using a range of materials including emotive and compelling prose suitable for different audiences		Application form/interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	Good analytical and research skills with the ability to process and present complex information clearly and concisely		Application form/Interview
		Ability to create and implement a strategic corporate engagement/fundraising plan	Application form/Interview
	Working knowledge of using IT- key social media platforms, the Microsoft Office Suite		Interview
	Excellent coordination and organisational skills		Interview
	The ability to meet deadlines and work under pressure		Interview
Attitude	Entrepreneurial, results-driven and able to work on own initiative and as part of a team		Interview
	Commitment to delivering quality and to continual improvement in practice		Interview
	A self-motivated individual with the perseverance to work towards long term goals		Interview
	Passionate, creative and motivated, to achieve ambitious targets		Interview
Knowledge	Knowledge of current fundraising guidelines/legislation		Interview
	Good knowledge of contemporary fundraising techniques.		Interview
	Good knowledge of public and private sector funding sources, structures and organisations.		Interview
Transferable Skills	Adaptability - flexible to changing circumstances, keeping projects and goals on track by changing approach		Interview
	Ability to work under pressure & time management		Interview