

**Job title:** Grants Manager  
**Reports to:** Interim Head of Grants and New Business  
**Direct reports:** None  
**Job Level:** 15  
**Location:** London

### **Role purpose**

The purpose of this role is to provide excellent stewardship of current institutional funder relationships, contributing towards Global Witness's overall fundraising target and ensuring organisational financial sustainability.

The postholder will play a key role in account management, stewarding their own select portfolio of funders, including some of Global Witness's biggest, to cultivate long-term relationships, maintain support and secure continuation and/or increase of funding. This role will work to identify new fundraising opportunities with existing funders, and write inspiring and successful applications to diversify and maximise organisational income.

### **Key Responsibilities**

#### **Grant Management**

- Manage a portfolio of institutional funders, providing excellent account management in line with a clear cultivation plan, including meetings and regular update calls, event invites, and general and bespoke updates on the work of the organisation, to position Global Witness to secure continuation and/or increased funding.
- Lead on the delivery of timely, comprehensive, and compelling reports for the role's grant portfolio, within agreed deadlines, and ensuring contract compliance.
- Produce excellent applications for renewals, uplift grants or additional support from existing funders, including developing supporting log-frames, risk registers and detailed budgets, working closely with the Campaigns and the Finance teams.
- Lead on and regularly contribute to update and monitoring meetings related to the role's grant portfolio, to review progress on outcomes and monitor log-frames and expenditure, identifying possible delays and/or risks with programme delivery, and taking action to ensure grant compliance.
- Work in collaboration with colleagues in the Fundraising, Campaigns and Communications teams to produce high-quality and inspiring donor communications, including informal updates.

#### **Global Witness Profile Raising and Donor Stewardship**

- Develop and lead on one-to-one, tailored stewardship activity for the role's portfolio of funders that supports long term relationship building.
- Help raise Global Witness's profile externally through participation in events, conferences, working groups, etc.
- Represent Global Witness at funder meetings and events to develop new leads and steward existing donors and help prepare senior colleagues, including our CEO and

Campaigns colleagues, to represent Global Witness at fundraising events and donor meetings, both virtual and in-person.

### **Process Management and Monitoring**

- Support, and occasionally lead on, the development, review, and improvement of grant management processes and templates.
- Monitor and manage portfolio income targets, and produce and review regular income update reports.
- Ensure Salesforce is updated to capture all relevant donor information, track the development of each relationship and use reports to carry out live analysis of the funder portfolio, and work with the Salesforce Lead in IT to ensure processes are regularly kept up to date.
- Lead on and contribute to quarterly donor stewardship meetings, preparing materials and drafting follow-up actions.
- Monitor, record and evaluate impact in line with organisational and/or funder requirements.
- Work with the Interim Head of Grants and New Business, Director of Fundraising, and other members of the Fundraising team to identify and deliver innovative donor cultivation and stewardship opportunities, including regular communications, event briefings, donor updates, and meeting preparation.
- Keep up to date with professional trends, developments and networking in the sector and ensure ad-hoc and regular updates are circulated to the team.

### **Team working**

- Communicate and work openly and co-operatively with other Grants and New Business Team members, and colleagues in different teams, sharing knowledge and insights, developing processes and collaborating on the development of funder relationships in particular.
- Develop and maintain positive and collaborative working relationships with the Campaigns and Finance teams, to ensure accurate reporting, forecasting, and delivery of donor commitments.
- Engage with and support the Director of Fundraising, CEO and other senior management in their fundraising activities.
- Support the Grants and New Business Team to build sustainable relationships with existing and prospective trust and statutory donors.
- Respond to feedback and challenges, explore new ideas and take initiative in all aspects of teamwork.
- Be open and flexible to future growth, including taking on line management responsibilities as the team grows.

### **Ways of working and collaborating**

- Work proactively to support the organisation in meeting its purpose, strategy, and priorities.
- Work in line with Global Witness's values in all interactions internally and externally.
- Work collaboratively and positively across the team and whole organisation, contributing to cross-organisation projects, key events, and initiatives.
- Build and maintain positive relationships with a diverse range of external allies and partners.
- Demonstrate an active commitment to creating a diverse and inclusive workplace.

- Work within Global Witness policies and procedures at all times, including confidentiality, source protection and security, legal and contractual requirements, and general office procedures.
- Carry out any other duties equal to the skills and responsibilities required for this role, as directed by the Interim Head of Grants and New Business.

### **Person Specification**

- Extensive experience and proven track record of working with, and securing significant income from, trust and foundation and/or statutory funders (six- and seven-figure grants).
- Proven account management skills, including overseeing and contributing to the entire proposal development process, from opportunity identification, to grant award and implementation, including reporting and cultivation of long-term funding relationships.
- Stewardship and external facing skills, including the ability to build one-to-one relationships and develop bespoke and innovative stewardship opportunities.
- Excellent communication and interpersonal skills, both verbally and in written form, including the ability to analyse complex information to produce and edit compelling communications, funding proposals and reports, and news updates for a variety of audiences.
- Financial literacy, and proven experience developing and presenting project budgets to funders, understanding funder finance reports, and tracking and managing funding opportunities and grant expenditure.
- Proficiency in CRM systems and fundraising databases, and the ability to deal with confidential information sensitively and appropriately.
- Understanding of the UK and/or international government and trusts and foundations sector.
- Excellent attention to detail, organisation, project management and administrative skills, with the ability to prioritise effectively.
- Self-motivated, and comfortable using own initiative to decide relevant actions and make recommendations.
- Ability to work openly and collaboratively with other team members to achieve shared goals and objectives, including coordinating work with colleagues remotely.

### **Desirable**

- Experience working in an international campaigning and/or a development organisation in the UK and/or overseas.
- Experience working on climate and environmental and/or human rights issues.
- Experience working with geographically dispersed colleagues.
- Experience in using Salesforce CRM.