



GRANTS & TRUSTS MANAGER

- **Part-time position (16 hours per week) (flexible working hours can be explored)**
- **This position can be for a self-employed contractor or an employee - flexible**
- **Hybrid working (with the option to work remotely) - office in Hayes, Kent (BR4 9BU)**
- **£30-£33k pro rata (depending on experience)**

BACKGROUND

Hope Health Action is a Christian NGO with the mission of empowering local communities to provide life-saving health and disability care to the world's most vulnerable. We work in Haiti, South Sudan and Uganda, providing sustainable, long-term solutions to the stark health and disability inequalities that exist in these communities.

Haiti was where we first began our work, founding a hospital, which went on to become a 100 bed facility that treated over 35,000 patients every year. Our programmes also include a Wheelchair Distribution Centre, a respite home for children with disabilities, a spinal cord injury rehabilitation centre, and large-scale community health initiatives. We are now one of the leading healthcare providers in northern Haiti, with a national reputation and a wide network of local and international partners.

This is an incredibly exciting time for our Haiti work, and we're seeking someone passionate and strategic to support our ambitious plans through the creation and execution of a strong long-term trusts and grants strategy for Haiti. Historically, most of our funding has come from UK and European trusts and foundations, and while we are keen to maintain and build on this, we are also keen to maximise the opportunities available to us as a US 501(c)(3) charity and expand our portfolio of US funders. We seek a skilled grant writer to help us navigate and access these opportunities, ensuring our projects receive the support needed to continue transforming lives. Your expertise will be crucial in helping us achieve our mission across new horizons.

As our team and projects continue to grow, this position offers the unique opportunity to be a part of shaping the future of the organisation – and ultimately improve the lives of vulnerable people and communities across the world.

KEY ROLES & DUTIES

We are proud to have a strong portfolio of grants from a range of trusts, foundations, and institutional funders, some of whom have been supporting for a number of years, and some of whom we have only recently engaged. This position involves managing and expanding this portfolio for all grants related to our projects in Haiti, working alongside the Development Director, Haiti Country Director, Haiti local team, and East Africa Grants & Trust Manager.

Grant Writing, Management, and Reporting

- Identify and research potential funding opportunities from trusts, foundations, and institutional funders for our projects in Haiti.
- Prepare compelling proposals, letters of inquiry, and applications tailored to the interests and guidelines of each funder.
- Collaborate with the Haiti Country Director to communicate reporting and funders' expectations, including data collection requirements (e.g., photos, stories, outcome evidence).
- Develop comprehensive progress reports and work with the Haiti Country Director to ensure all grant requirements and objectives are met.
- Monitor grant cycles and timelines to ensure timely submissions and reporting.

Strategy and Development

- Work closely with the Haiti Country Director to understand funding needs and priorities, ensuring alignment with strategic objectives and programme goals.
- Research and develop funding strategies for US-based trusts and foundations, consulting with US contacts and Board members.
- Stay updated on trends in trusts and grants fundraising to keep HHA competitive and innovative in its approach.

Relationship Building and Stewardship

- Build and maintain strong relationships with trust and grant funders, keeping them well-informed about the impact of their support.
- Develop stewardship plans for major funders, including personalised communications and recognition opportunities.

SKILLS & EXPERIENCE

The ideal candidate will...

- Have experience in:
 - Trusts and grants fundraising, with a proven track record of securing significant funding.

- Writing successful grant proposals and reports for a range of funders.
- Building and managing relationships with trust and grant funders.
- Securing and managing grants from US foundations and institutions (preferred but not essential).
- Working within the international development sector (preferred but not essential).
- Possess excellent writing and editing skills, with the ability to produce clear, compelling, and persuasive content.
- Have strong research skills, with the ability to identify and assess potential funding opportunities.
- Think strategically and logically, and be able to make plans, set targets, and evaluate success.
- Be highly organised, with the ability to manage multiple projects and deadlines.
- Have strong interpersonal skills and be able to work both independently and as part of a team.
- HHA is a Christian NGO and whilst our existing team welcome a mix of Christian and non-faith-based employees, applicants should be comfortable working in a Christian charity.
- Be proactive, flexible, and keen to learn and take on new challenges.
- Be committed to HHA's mission, vision, and values.

We are excited to welcome a new Grants & Trusts Manager to our team who will play a crucial role in advancing our mission and ensuring the sustainability of our programmes in Haiti. If you are passionate about making a difference and have the skills and experience we are looking for, we would love to hear from you.