

## **JOB DESCRIPTION**

**Job Title:** Grants & Fundraising Manager

**Date:** June 2024

**Department:** Income Generation

**Line Manager:** Senior Leadership Team

**Grade/Pay Scale:** £35,000- £40,000

**Location:** The Haven Wolverhampton

**Status:** Permanent, Full Time (37.5 hours per week)

### **Job Purpose**

We are seeking a proactive and organised Fundraising and Grants Manager to join our team. The successful candidate will assist in implementing the charity's fundraising strategy, support grant application processes, and help build relationships with donors. This role is crucial in supporting the sustainable funding of our programmes and services.

***This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.***

### **Scope of Job – Main Tasks, Duties, and Responsibilities**

#### **Fundraising:**

- Lead in the development and implementation of the fundraising strategy.
- Identify and research potential funding opportunities including trusts, foundations, corporate sponsorships, legacy donations and individual donors.
- Help set and monitor fundraising targets in collaboration with the finance team and CEO.
- Support the building and maintenance of relationships with existing and prospective donors.
- Introduce innovative income generation activities to ensure we are maximising opportunities.
- Help organise fundraising events and campaigns to raise awareness and generate income.
- Lead the fundraising team ensuring they have the tools, feedback and processes to be the best they can be.

## **Grants**

- Collaborate across the charity to identify financial requirements, prospecting funders accordingly to meet the needs of the organisation.
- Support the Grants Officer in preparation, writing and submission of grant applications.
- Attend external events and stakeholder meetings as appropriate.
- Assist in managing the grant application process, including writing drafts, preparing budgets, and compiling supporting documents.
- Maintain a detailed grants pipeline to track deadlines and reporting requirements.
- Line Manage the Grants Officer.

## **Reporting and Compliance:**

- Ensure compliance with all relevant fundraising regulations and best practices.
- Assist in monitoring and evaluating the effectiveness of fundraising and Grant activities.
- Help prepare reports for funders, highlighting the impact of their contributions.

## **Policy & Service Development**

- Have responsibility for internal fundraising policy and procedures, including all charity fundraising law to ensure compliance.
- Promote and ensure the safety and wellbeing of self and others in line with THW's Safeguarding Adult and Children Policies, Health & Safety Policy, and other requirements to keep women, children, and staff safe.
- Monitor and analyse changes in law and public policy.
- Identify gaps in fundraising provision and work with the senior leadership team to facilitate new developments and initiatives.

## **Collaboration and Teamwork:**

- Work closely with the senior leadership team to align efforts with organisational priorities.
- Collaborate with operational staff teams to gather information and stories that demonstrate the impact of our work.
- Support fundraising volunteers and interns as needed.

## **General Duties and Responsibilities**

- Comply with THW's policies and ensure all staff and volunteers do the same.
- Ensure equality of opportunity in service provision and employment, considering the needs of the diverse communities served by THW.
- Demonstrate a continual understanding of and commitment to equality, diversity, and inclusion in all aspects of the role.
- Undertake additional duties, training, and hours of work as required (including unsociable), consistent with the role's functions and responsibilities.
- Undertake travel within the Black Country as integral to the job, with occasional travel elsewhere on reasonable notice.

## Person specification

The Person specification provides a list of essential and desirable criteria which a candidate should possess to be able to perform the job. Each of the criteria listed below will be measured through one or a combination of the following: A = Application form/CV; I = Interview; D = Documentation; R = References and T = Test.

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<ul style="list-style-type: none"> <li>• At least 3 years' experience working in the charity sector within a fundraiser role with demonstratable success</li> <li>• Experience of setting and working to a clear strategy with targets</li> <li>• Confident in using CRM systems</li> <li>• Proven background in prospecting for grants, applying for funds and managing pipelines</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising and grant writing experience in a similar environment</li> </ul>	A I R
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Comprehensive understanding of the UK charity sector and funding opportunities</li> <li>• Knowledge of the laws and regulations as specified by the Fundraising regulator</li> <li>• Experience in event management</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of grants and trusts that support DV charities and/or capital expenditure claims</li> </ul>	A I R T
Skills & Abilities	<ul style="list-style-type: none"> <li>• Excellent written and verbal skills to engage supporters and encourage donors.</li> <li>• Proficient in utilising IT to support bid writing, database usage and pipeline management</li> <li>• Ability to use data to recognise and implement improvements that will increase income</li> <li>• Undertake effective prospect research to maximise potential grant income</li> </ul>	Ability to develop and manage budgets, and prepare financial reports for funders	A I R
Qualifications & Training	<ul style="list-style-type: none"> <li>• A degree in a relevant field such as Business Administration, Marketing, Communications, Public Relations or Nonprofit Management</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in social sciences or humanities</li> </ul>	A I D