

# GRANTS MANAGER

## JOB DESCRIPTION



<b>Position:</b>	Grants Manager
<b>Line Manager:</b>	Head of Development
<b>Terms:</b>	Permanent
<b>Probationary period:</b>	Six months
<b>Notice period:</b>	Two weeks during probationary period, two months once confirmed in post
<b>Salary:</b>	<b>£35,000+ (dependent on experience)</b>
<b>Hours:</b>	Full Time 37.5 hours per week (some weekends and evenings required). Cardboard Citizens is currently trialing a 4.5 day working week to improve team wellbeing for all full-time staff who pass probation. We also encourage flexible working where possible as part of enabling increased autonomy at work.
<b>Location:</b>	Hybrid, between Cardboard Citizens' offices at Hoxton Works, N1 6SH and remote. We are open to applicants from across the UK and will work with the right candidate to agree a working pattern that works for us both.
<b>Holiday:</b>	25 days plus statutory public holidays pro-rata.
<b>Pension:</b>	Cardboard Citizens offers a 6% employer contribution pension scheme and complies with the employer pension duties concerning pensions auto-enrolment in accordance with Part 1 of the Pensions Act 2008.

## ABOUT CARDBOARD CITIZENS

**Cardboard Citizens** creates work with and for people who experience homelessness, inequity, or poverty. We make theatre, art and training which interrogates and challenges the injustices that are most alive in our world and work. We deliver life changing theatre and vocational theatre training reaching over 1,500 people each year.

Our organisation secures over £1m in voluntary funding each year and our Grants Manager will play a vital role in securing and growing the broad range of voluntary support which allows to make exceptional art for social change. You will **manage a rich portfolio of existing funder relationships** across **Trusts & Foundations, Corporate and Statutory income streams**, in addition to **researching and writing applications** for new funding and **working closely with the Delivery team on impact monitoring and reporting**. You will **cultivate and steward funder relationships** and **manage and represent the organisation at events** run by, with and for existing and prospective funders, including **establishing new funding connections for Cardboard Citizens in Hackney**, following our recent move from Whitechapel to Hoxton.

Following this move and the launch of our film series **More Than One Story** in partnership with **The Big Issue**, this summer, you will be joining Cardboard Citizens at a time of growth, change and increased local and national exposure, as we plan for our longer-term future. We have targets in place to retain and increase income we receive from grants, which make up the majority of our annual income. Your contribution will be vital in ensuring Cardboard Citizens can deliver our programme year-on-year and continue to grow. This role is for you if you work in fundraising and are looking for a new challenge, or a step up to a manager position in a supportive organisation.

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### KEY OBJECTIVES OF THE POST

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The Grants Manager will play a key role within the team in securing over £1m in income every year and be responsible for managing our portfolio of grants funding from trusts and foundations, corporate foundations and statutory sources, including:

- **Prospecting and Research:** Proactively identifying potential sources of funding to support our programs and initiatives.
- **Soliciting:** Crafting detailed and persuasive proposals to secure funding from donors and sponsors.
- **Stewardship:** Developing and maintaining strong, long-term relationships with funders to ensure ongoing support.
- **Monitoring:** Collaborating with the Delivery team to track program progress and measure impact.
- **Reporting:** Preparing comprehensive progress and impact reports to meet funder requirements and deadlines.
- **Administration:** Providing administrative support for fundraising activities within the Development team.

### PERSONAL SPECIFICATION

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- Two years or more experience in a fundraising position
- Experience of managing a portfolio of trusts, foundations and statutory or corporate funders and establishing new funder relationships for an organisation
- Knowledge of the UK fundraising landscape
- Existing relationships and track record with UK trusts/ statutory funders
- Proficient experience using MS Word, Excel, PowerPoint, funding portals and fundraising databases
- Knowledge of Data Protection procedures

### ADDITIONAL INFORMATION

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Cardboard Citizens is keen to offer its employees progression and training opportunities as part of their employment. All staff work in a flexible manner compatible with their jobs and in line with the company's policies, procedures and objectives. All job descriptions are subject to review and amendment, in consultation with the employee.

#### Equal Opportunities

We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and influence and develop our working practice. By taking positive action around diversity (as permitted in the Equality Act 2010), we will guarantee interviews to eligible candidates who provide examples of how they meet the minimum criteria (the Essential Criteria laid out below), and self-identify with any of the following groups that we have identified as underrepresented in our workforce and the wider cultural sector:

- Candidates with lived experience of homelessness and or poverty or identifying as from a low socio-economic background
- People of African or Caribbean, South Asian, East and Southeast Asian, or mixed Heritage, or part of the Global Majority
- LGBTQIA+ candidates
- Deaf and/or disabled candidates
- Neurodivergent candidates

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### HOW TO APPLY

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To apply for the position of **Grants Manager** at Cardboard Citizens [please complete our online application which can be found here](#) by **9am on Friday 11 October 2024**.

If you need any support with your application or have any questions about this position please email [recruitment@cardboardcitizens.org.uk](mailto:recruitment@cardboardcitizens.org.uk) or you can connect with us on [Facebook](#), [Instagram](#) and [Twitter](#).

First stage interviews will take place between **Thursday 17 – Friday 18 October**.

Second stage interviews will take place between **Thursday 24 – Friday 25 October**.

Interview panel to be confirmed.

Please note that our recruitment policy is to share all details on interview format and questions with you in advance. If you are unsuccessful, we will give you feedback on where your interview answers could have been stronger.