Soil Association Job Description

Job title	Head of Grants
Reports to	Development Director
Location	Bristol, hybrid (a homeworking contract would also be considered)
Department	Fundraising
Key relationships	Fundraising team, Charity Leadership Team, Group CEO and Development Board and Trustees
Job Purpose	To develop and implement a fundraising strategy to maximise restricted and unrestricted income from grant making organisations to deliver the Soil Association's strategic vision.
Job Summary	• **Deliver** the fundraising strategy to take advantage of all opportunities and maximise income • **Responsible** for securing income and reaching targets • **Build and maintain** a powerful network of relationships, externally with funders and internally with colleagues across the charity • **Lead** a motivated team with ambitious targets • **Champion** best practice fundraising • **Manage** fundraising performance review
Key responsibilities	Strategy – Develop and deliver a long-term fundraising strategy to sustain and increase giving from grant making organisations – Create, manage and secure income and expenditure budgets – Contribute to the strategic direction of wider team as an active member of the fundraising leadership team Relationship and Grant Management – Build meaningful partnerships with key external stakeholders – Work with senior colleagues across the charity to cultivate and maintain effective relationships with key contacts at grant making organisations including impactful reporting and stewardship Grant Acquisition – Lead strategic research approaches to identify and reach new potential funders

	– Work with teams across the Soil Association to create compelling project proposals to support the delivery of the charity's strategy – Project manage and write significant 6 and 7 figure bids – Represent the Soil Association at networking and sector events Programmes Fundraising Performance - Lead a quarterly fundraising performance review process to ensure accurate fundraising opportunities data is maintained and shared with Charity Leadership Team to inform decision making on future programmes fundraising priorities - Maintain oversight of programmes development and fundraising prioritisation Team – Lead and motivate a team with of fundraisers with significant multi-year performance goals – Line management of cross-team Fundraising Administrator – Maintain knowledge of fundraising legislation, sector trends and new opportunities – Foster a culture of learning and best practice across the team
Qualifications	Education - We consider qualifications by experience to be as relevant as any formal qualifications
Knowledge and experience	Essential – Significant experience of developing and delivering a grant fundraising strategy – Extensive experience of setting and managing budgets and targets – Extensive experience of leading a fundraising team – Significant experience of project managing and writing funding bids and budgets for 6 and 7 figure grants – Extensive experience of successfully working across a complex organisation with programme delivery colleagues to create project proposals and budgets for funders

	– Excellent knowledge of charity legislation and best practice fundraising – Significant experience of strategic development within a fundraising CRM to manage prospect pipelines, monitor performance and ensure GDPR compliance – Significant experience of creating and managing engagement and cultivation plans Desirable – Experience in fundraising from government and researcher-led funding sources – Knowledge of climate, nature, health issues
Personal qualities and skills	– Strong people management skills, with the ability to inspire and motivate a team – Ability to take complex projects and programmes and translate them into compelling applications – Ability to think and work at a strategic level – Data and process driven – Creative thinker and problem solver – Outstanding networker, able to maintain and build relationships with a wide range of funders – Excellent collaborative working skills – Excellent written and verbal communication skills – Ability to work under pressure, managing competing deadlines and prioritise a busy workload – Excellent influencing skills – Demonstrable interest in the mission of the Soil Association
Contract type	Permanent
Band	B
Hours of work	Full time – 35 hours per week, Mon-Fri
Probationary period	6 months
Notice period	3 months
Holidays	27 days per annum plus bank holidays, increasing with length of service
Produced by	Development Director
Date	November 2026