



# St John of Jerusalem Eye Hospital Group

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Title</b>	Senior Grants & Partnerships Officer
<b>Department</b>	London Office
<b>Section</b>	Fundraising
<b>Reports to</b>	Executive Head of UK Office
<b>Hours</b>	37.5 hours per week
<b>Contract Type</b>	Full-time, permanent

### General Statement of Duties

The St John of Jerusalem Eye Hospital has a loyal donor base, and we are now able to grow the major donor portfolio significantly to build our long-term sustainable income. The Grants & Partnerships Officer will lead on delivering a best-practice grant-giving programme as part of a wider major donor programme.

Alongside the Executive Head of the UK Office, the Grants & Partnerships Officer will develop new major donors prospecting, cultivation, solicitation, and stewardship strategies as part of a wider fundraising strategy.

This is a key role within a small and dedicated team. The successful candidate will have a professional, ambitious, solutions-based approach with a track record of fundraising success. They will be ready for and excited by the challenge of building up a major donor programme.

### Main Responsibilities

To deliver a successful grant-giving programme and devise and deliver new prospecting, cultivation, solicitation, and stewardship strategies to meet agreed targets, including:

- Establishing and managing strong relationships with past, current and prospective grant-giving organisations, delivering the highest possible levels of care and attention.
- Understanding all prospective and current donor profiles, and their motivations and communication styles. Formulating personalised cultivation and stewardship plans.

- Set up and maintain regular communications with all grant-giving donors and prospects, tailoring this as required to strengthen their relationship with us.
- Support and facilitate the Trustees and Senior Leadership Team in developing relationships with grant-giving bodies and prospects, and in how to manage these relationships to facilitate donations.
- Use creativity and adaptive thinking to develop a new and exciting programme of cultivation and stewardship events, visits, and activities to engage prospects and donors in our work and to support these key relationships. Work with internal teams and senior volunteers to deliver events and activities to the highest standard.
- Developing and refining the internal systems needed to run a smooth and efficient grant-giving programme such as data management, internal communications, and reporting.
- Know and understand the longer-term financial strategy of the organisation and work with the Finance Director and Executive Head of UK Office to ensure the appropriate identification of funding needs.
- Work with the Executive Head of UK Office and other colleagues as required to develop compelling cases for support and funding packages that channel funds to where the need is greatest and that ensure our financial security.
- Work with the Executive Head of UK Office to manage the grant-getting budget to ensure the successful and cost-effective delivery of annual activities and understand and follow finance related procedures such as income forecasting, reporting and Gift Aid.
- Support and deputise for the Fundraising Officer (Community Fundraising), as required, to establish and manage strong relationships with past, current, and prospective community donors and partners, delivering the highest possible levels of care and attention.
- Provide project support as required to the Fundraising Officer (Community Fundraising) to ensure the successful implementation of community engagement and fundraising programmes.

## **Person Specification**

### **Essential:**

- Educated to degree level or equivalent career experience.
- Minimum of 3-years' fundraising experience with a demonstrable track record of developing stakeholder and donor relationships with a responsibility for securing a minimum of six-figure gifts from grant-making bodies.
- Experience of working with high-value Trusts & Foundations.
- An exceptional and eloquent communicator, both written and verbal communications skills, and a natural relationship builder, you will have solid experience of presenting, negotiating, networking, and influencing.
- Experience of working to and commitment to achieving financial targets.
- Understanding of the principles and best practice of fundraising including Data Protection, ideally within humanitarian and/or international organisations.
- A self-starter with initiative, confidence, exacting standards, drive, and flexibility.
- Highly proficient with Microsoft Office systems.
- Ability to work outside of contracted hours, as required.
- Ability to travel overseas, as required, and represent SJEHG at events and functions.

### **Desirable:**

- Experience of raising funds within the humanitarian and/or international organisations.
- Experience of working with a CRM system to export and manipulate complex data sets, segment audiences effectively and develop a CRM strategy for donor engagement and reporting. Ideally, Raiser's Edge.
- Demonstrable experience of working on strategies and innovation behind the areas of fundraising you have worked in.
- Experience of effectively engaging and supporting board members in donor cultivation and solicitation efforts.
- Experience of planning and executing fundraising PR campaigns
- Experience of managing senior volunteers.

### **General Responsibilities for all staff:**

1. All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
2. Staff of SJEHG who do not have a uniform are expected to wear appropriate business dress. Jeans are not considered appropriate attire. Visits to the Hospital in Jerusalem and other Hospital sites require consideration to more modest dress.
3. Smoking is only permitted in the designated smoking areas and only during official break periods.
4. All staff will abide by confidentiality rules and will not disclose any information on the workings of the Hospital Group, the staff or patients, except in certain circumstances where express permission is given as per the Confidentiality Policy.
5. Staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment, ensuring that agreed safety procedures are carried out to maintain a safe environment.
6. SJEHG is committed to equality and all staff are expected to treat colleagues, and visitors with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
7. All staff are expected to familiarise themselves with the requirements of the Hospital Group policies and procedures for staff.
8. All appointments are subject to pre-employment health screening.
9. The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
10. Any other duties as designated by your manager and which are commensurate with the grade.