**Job Description**

**Grants Manager**

**Reports to:** Chief Executive

**Salary Scale:** £36,877-£42,347 (depending on experience)

**Working hours:** 37.5 hours per week.

**Location:** Office based in Rumbling Bridge, Kinross with considerable home working.

**Job Purpose** To have responsibility for raising income from grants, trusts and foundations for the charity. To develop our fundraising proposition, case for support and strategy around grants fundraising. To identify and develop funding opportunities by working with staff, Trustees and high-level supporters. To ensure best practice when it comes to this income channel including excellent research, deep engagement with funders (prospective as well as existing), excellent relationship management and development of key relationships. To develop efficient administrative processes which include data capture and accurate reporting of activity and outcomes. To support other areas of fundraising when required. The target fundraising figure is circa £200,000 per annum.

Duties will include supporting the imminent capital appeal to build a new school, working with the Capital Appeal Director, as well as supporting ongoing revenue income.

**Duties and responsibilities**

The Grants Manager will report directly to the Chief Executive. The postholder will attend a variety of internal meetings including, on occasion, the senior management team meeting, the operational management team meeting and meetings with Trustees. The Grants Manager will provide regular reports to the Chief Executive and the Board of Trustees. Primary responsibilities include:

* To develop and lead the fundraising strategy for maximising and renewing income from trusts, foundations and grant making bodies, including funding available for a capital appeal.
* To write and design bespoke proposals, applications, cases for support and fundraising materials aimed primarily at Trusts and Foundations, but including individuals and corporates, in order to generate significant philanthropic support for a variety of projects.
* To research, identify and prioritise appropriate trusts and foundations, including relationship mapping, with a view to identifying potential donors and corporate supporters.
* To engage proactively with targeted trusts and funding bodies to identify opportunities to plan and explore our proposals prior to submission.
* To successfully execute a rolling programme of trust and foundations applications for revenue and capital campaigns.
* To produce, submit and manage all communications with funders within the agreed timeframe including timeous, high quality, impact reports.
* To develop and manage positive relationships with funders.
* Ensure the correct recording of grants income in consultation with colleagues, working with the Finance Manager, manage income and budget expenditure to ensure grants are correctly allocated, funds drawn down and spent to agreed timescales.
* To capture and effectively record approaches, meetings, contacts, correspondence and contracts.
* To engage, brief and prepare staff and volunteers where appropriate.
* To ensure all communications and materials are of a high quality and in accordance with the Seamab brand.
* To work with others, internal and external to Seamab, to ensure an integrated and joined up approach to fundraising is delivered.

Responsibilities in relation to managing people include:

* Managing external stakeholder relationships, including donors, agencies and key suppliers;
* Promoting a high standard of professional relationships with others at all times, including being a worthy Ambassador for the charity.
* Working with colleagues across the organisation to help shape projects so they stand the best chance of securing funding.

Responsibilities in relation to research and development include:

* Maintain a high level of awareness of developments in fundraising;
* Monitor and horizon-scan for changes and new developments within the sector that might impact on grant funding
* Develop a programme of ongoing research and development that identifies new fundraising opportunities.

Responsibilities in relation to information technology:

* To develop and effectively manage and utilise ICT and supporting systems.

Any other duties and responsibilities as appropriate to the post and requested by the Chief Executive.

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications and training** | 1. Educated to degree level or equivalent experience | 1. Membership of the Institute of Fundraising |
| **Experience/ knowledge** | 1. A proven track record in creating persuasive, compelling and profitable fundraising applications, and the development and sustainability of a growing portfolio of fruitful funding relationships. 2. A detailed knowledge of the external funding landscape, including charitable trusts and foundations, their interests, motivations and priorities. 3. A creative and strategic approach to donor cultivation and long-term planning. 4. A proven track record of success in managing and achieving set targets. 5. Experience in building and managing key external relationships. 6. Excellent knowledge of the principles of trust and foundation fundraising in the UK trusts and foundations market. | 1. Previous management experience. 2. Digital fundraising. 3. Marketing qualification. 4. Knowledge of fundraising for a children’s charity. |