

Job Description

Trusts and Grants Officer

Hours of work: 21 hours per week (flexible in how worked)

Type of contract: Permanent

Based at: Compass House with travel to other sites as required. Hybrid working available.

Croner rank: 6

Job Purpose

Working within the Trusts & Grants team to secure grant income and maintain records

Reporting Line

The post holder reports to the Trusts & Grants Manager

Line Management

No line management responsibility

Key Responsibilities

Planning and Monitoring

- Contribute towards the development and implementation of annual objectives and plans to achieve agreed targets and KPI's
- Ensure all activity and income trackers are up to date
- Provide regular reports on activity, funder engagement and income streams
- Liaise with and support other teams to respond to fundraising opportunities and develop projects, resulting in fundable project design
- Monitor success of fundraising projects and initiate next steps

Research

- Keep up to date with the funding landscape to maximise BBOWT's opportunities
- Manage a functional, rolling funder pipeline for small-medium size funders, ensuring due diligence process followed where appropriate
- Independently research and produce lists of small-medium size prospects for projects

Account Management

- Maintain all relevant records on ThankQ for both prospective and active funders
- Attend funder meetings when required
- Proactively build, influence and maintain various external funder relationships, requiring curated regular contact outside the organisation by phone, email and in person
- Facilitate funder stewardship for the team: producing and sending newsletters, and liaising with Philanthropy to invite Trusts to events
- Produce end of project reports for funders as required

Income generation

- Support Trusts and Grants Manager with selected projects from inception, including writing high-quality fundraising applications, implementation projects and funder stewardship.
- Use judgement and discretion to identify appropriate charitable Trusts to apply to

Other

- Contribute to grant bids submitted by other directorates
- Cross team work within the Fundraising Team, supporting activities when needed
- Other duties as delegated by the Assistant Chief Executive or Head of Fundraising
- Work with Finance Assistant (Restricted Funds) to ensure grant requirements are met

Person Specification

- Skills and knowledge in writing compelling cases for support
- Skills and knowledge in developing and managing funder relationships
- Well-developed IT skills with a working knowledge and understanding of MS Office functions such as Word, Excel, Outlook, internet, and CRM databases
- A willing team player with a flexible approach to work
- Good attention to detail
- Able to work on own initiative and unsupervised
- Excellent time management skills and able to work to tight deadlines
- Ability and willingness to demonstrate the BBOWT values

Measurements of Success

- Accurate and timely data input
- Funder satisfaction through maintaining funder relationships
- Increased income through successful funding applications
- New funder prospects identified, researched and applied to