



JOB PROFILE			
JOB TITLE	GRANTS AND TRUSTS FUNDRAISER		
GRADE	BAND F	HOURS	30-37 (flexibly)
STARTING SALARY	£25,956 FTE	MAXIMUM SALARY	£28,958 FTE
DEPARTMENT	BUSINESS AND DEVELOPMENT		
TEAM	FUNDRAISING AND INCOME GENERATION		
BASE/LOCATION	HOME AND HEAD OFFICE		
RESPONSIBLE TO	BIDS AND INCOME GENERATION MANAGER		
RESPONSIBLE FOR	GRANT AND TRUSTS FUNDRAISING		
KEY RELATIONSHIPS	<ul style="list-style-type: none"> ● INTERNAL STAFF AND MANAGEMENT TEAM ● GRANT GIVING ORGANISATIONS ● COMMUNITY, SUPPORTERS AND DONORS ● STATUTORY, VOLUNTARY AND COMMUNITY STAKEHOLDERS 		
JOB REFERENCE	B&D-HR-050	VERSION	v2.0 23.06.2021
JOB DESCRIPTION			
JOB PURPOSE			
<p>This role is a fantastic opportunity to play a key part in the development and growth of The Bridge (East Midlands), at a time of exciting changes and expansion. You will support the delivery of our vision and mission through income generation, with a focus upon Trusts and Foundations grant fundraising/</p> <p>The charity prides itself on its person-centred approach and we are continually striving to improve, develop and create services to improve the lives of local people: your purpose will be to seek, identify and complete funding opportunities for us to continue our work.</p> <p>You will be expected to consistently seek new funding opportunities and be pre-emptive of the needs of The Bridge; maintaining a pipeline of grant and trust funders and creating relationships where possible will be a key part of this role. We anticipate the post-holder to have an organised and detail-orientated mind to complete this.</p> <p>At such a crucial time of growth for the organisation, you will need to remain organised and on-top of the administration of our systems and processes, so that no opportunity goes missed and no funder goes without proper stewardship. Furthermore, you will be expected to liaise with</p>			

these grant funders regularly, and so a respectful, personable, and engaging manner is needed. A fantastic understanding of written communications will be needed to create funding applications, Cases for Support and donor relations that are powerful, persuasive and achieve much needed income.

With a pro-active outlook, you will also be able to support our Community Fundraising by working closely with the Communications and Engagement Officer to ensure that fundraising campaigns are completed successfully and that donation targets are met. This sense of teamwork will be incredibly important, as you will be offering support to other colleagues when necessary, such as for larger tenders.

MAIN DUTIES AND RESPONSIBILITIES

1	Take responsibility for preparing all elements of grant/funding applications and ensuring that proposals are formatted, presented, and submitted in accordance with requirements.
2	Proactively identify and research new Trusts and grant makers whose aims and objectives are strongly aligned with The Bridge (East Midlands).
3	Develop and maintain a funding pipeline, including up to date information on foundation trends, giving priorities, funding requirements and reference documentation.
4	Support the Senior Leadership Team in building and maintaining long-term relationships with new and existing funders.
5	Support the Senior Leadership Team with researching and identifying funding opportunities and maintaining a grant calendar of application and reporting deadlines.
6	Develop and maintain a library of Cases for Support, and supplementary information, for each service with the organisation, liaising closely with Service Managers and colleagues.
7	Maintain databases, system, and processes, for recording and tracking grant proposals, awards, community donor information and related statistical and reporting information.
8	Monitor and coordinate the administration of post award grants/funding to ensure that all administrative procedures, systems, and reporting requirements are adhered to.
9	Support the Senior Leadership Team with responding to, and submitting, larger public sector bids and tenders.
10	Take an active, and substantial, role in identifying continuing professional development opportunities to achieve personal growth and aspirational goals.

SPECIAL FACTORS

- In order for this role to be executed effectively, it will require the postholder to have a full driving licence and day to day use of a car.
- There will be an expectation that some occasional evening and weekend working may be necessary to undertake this role.
- This role has the potential to grow into a bigger one, with broader responsibilities, dependent upon performance.

JOB COMPETENCIES	
TECHNICAL (30%)	BEHAVIOURAL (30%)
Job Knowledge Time Management Cultural Competence Systems and Processes Diligence	Motivation Accountability Integrity Initiative Analytical
CORE (40%)	
QUALITY	Delivering excellence through high quality work and maintaining excellent records; identifying and implementing improvements in practice where applicable.
EMPOWERMENT	Supporting the organisation to maintain a focus on the aspirations of our clients, whilst working to identify areas for professional development.
RESPECT	Understanding and appreciating individual differences of staff, partners and supporters, harnessing people's strengths, whilst promoting fair and anti-discriminatory practice.
POSITIVITY	Recognise, accept, and respond effectively to challenges, by being proactive and demonstrating an optimistic attitude, perspective, and approach to the role.
PARTNERSHIP	Understanding the key principles of partnership working, developing, and maintaining professional relationships with key partners relevant to the role.
PERSON SPECIFICATION	
TECHNICAL (Knowledge and Experience)	
<ul style="list-style-type: none"> ● Have substantial experience of working in fundraising or income generation roles, ideally within the voluntary sector, and/or for a SME charity. ● Have a demonstrable track record of successfully applying for, and being awarded, grant funding across a broad spectrum of trusts and grant making organisations. ● Have an in depth understanding of fundraising systems and processes and grant making organisations, including Children in Need, National Lottery Community Fund, The Henry Smith Charity, Paul Hamlyn Foundation etc. ● Have an understanding of public sector commissioning systems, and application processes including ITTs, RFQs, etc. ● Have experience of being involved in the development of fundraising campaigns, and working with supporters, donors, local media, schools etc. to pro-actively identify opportunities for promoting the organisation and its fundraising campaigns. 	

- Have experience of working in fast paced environments, working to tight deadlines, whilst responding to competing priorities.
- Have an understanding of homelessness and the underlying causes of housing crisis, in order to portray key messages with compassion and sensitivity.
- Have an understanding of a range of income generation, fundraising, crowdfunding platforms and recording systems, including Just Giving, e-Tapestry, etc.
- Have the experience of working to a consistently high standard and being proactive, through exploring new leads, and turning these into income generation opportunities.

BEHAVIOURAL (Skills and Abilities)

- Have the enthusiasm to engage in all development opportunities to build the knowledge and skills required for a challenging, fast paced role.
- Be motivated to take responsibility for the development of new and innovative ideas in respect of the organisation's grant fundraising function.
- Demonstrate a high level of written, verbal, and non-verbal communication skills, including the ability to negotiate and influence appropriately with a range of internal and external stakeholders, and write persuasive and influential applications.
- Be able to recognise and understand areas for improvement and embed any learning from formal training, development, or self-reflection.
- Be empathetic to the sensitive nature of the work we do, following strong moral principles and consistently working with our clients in mind.
- Be confident in using your initiative to effectively manage the organisation's income generation and fundraising functions, whilst recognising the limitations of the role, and seeking the necessary advice and guidance from managers.
- Possess the necessary personal qualities to build, nurture and maintain positive relationships with colleagues, clients, and external partners, whilst recognising that there may be a need for challenge and constructive feedback.
- Be able to review and scrutinise data, including social media analytics, to demonstrate impact, make sound decisions, and plan the direction of your work and strategies.

CORE (Values and Attitude)

- Be a role model for The Bridge (East Midlands') organisational values and ethos and be a committed ambassador for its vision and mission.
- Have a commitment to delivering excellence through the promotion of learning and continual improvement.
- Have the ability to encourage staff and clients to build their self-confidence, develop their skills and support them with actively contributing to fundraising activities.
- Have the ability to acknowledge, and value, each individuals' worth, needs, views and beliefs and the contributions they make.
- Have an optimistic and proactive approach to identifying, and exploring, the most beneficial options and innovative solutions to fundraising/income generation challenges.
- Have a recognition, and an understanding, of the benefits of developing trusting and positive relationships, through open and honest communication.