



SOS CHILDREN'S
VILLAGES
UNITED KINGDOM

Title: Grant Fundraising Manager

Reporting To: Head of Programme Funding

Salary: circa £31,000 pa, dependent on experience

Location: Cambridge, CB2 1AB or home-based with travel to London, Cambridge and as required.
Currently home-based as per the government guidelines

Contract: Permanent

Hours: Full time, 35 hours per week; flexible working requests will be considered

About SOS Children's Villages UK:

SOS Children's Villages is a global charity working to ensure that children everywhere have the right to grow up feeling loved, safe and supported. We work with children and families living through poverty, conflict, man-made and natural disasters to ensure children can have the childhood, and the life, they deserve. And by supporting them to grow into resilient and independent adults who can contribute to their communities, we are helping to bring about positive and lasting change.

SOS Children's Villages UK is part of an international federated structure of 140 local SOS Children's Villages Associations. Together, we work in 136 countries and territories worldwide to ensure that children grow up in a stable environment where they feel loved, safe and supported. Alongside our global reach, we take a local approach. Our programmes are locally planned and run by in-country SOS child-welfare experts. They understand the community because they are a part of it. They are cognizant of local customs, practices and belief-systems because they share them, or live amongst them. and they can help effectively because they have long-established relationships with local and national government bodies, suppliers and community leaders.

SOS UK's values are at the heart of everything we do, and they are;

- **Collaborative:** We work together to sustainably improve the lives of children and families
- **Authentic:** We are open, honest and transparent in everything we do
- **Learning:** We respect diversity, are open-minded, and listen and learn from others
- **Ambitious:** We want to achieve lasting change for children and families.

For more information, please visit www.soschildrensvillages.org.uk (UK office) and www.sos-childrensvillages.org (international office).

About the Post:

Reporting to the Head of Programme Funding, you will secure charitable income from grant making organisations and support applications to statutory and lottery funding, prioritising restricted funds and projects with the greatest need, while ensuring unrestricted funding opportunities are maximised. With a passion and creativity for developing high quality grant applications you will be responsible for research to ensure a regular and reliable pipeline of new prospects, developing grant proposals and reports, whilst also leveraging existing relationships.

Specific responsibilities include:

- Research potential grant making organisations and analyse their suitability to feed into the grant prospect pipeline to achieve identified targets.
- Manage the processes for grant applications with international colleagues across the federation.
- Assist with developing and scrutinising project plans to ensure they are accurate, deliverable and will achieve their objectives.
- Prepare and submit high quality funding applications and reports to grant making organisations.
- Scrutinise project budgets and financial information for applications and for grant reports.
- Support the account management of successful applications, liaising with the programme project manager and finance team and ensuring that funding and reporting criteria are fully met and specific challenges in relation to programme objectives transparently communicated.
- Maintain and develop the database of grant making contacts ensuring the General Data Protection Regulations (2018) are adhered to across all of grant making and that all data collection is in accordance with these regulations.
- Review grant agreements and coordinate their review by colleagues.
- Ensure all incoming grants are processed in line with internal procedures and best practice guidelines.
- Ensure prompt and appropriate acknowledgement of all grant income.
- Ensure all information relating to each grant is accurate, up to date and well organised.
- Maintain a timetable of deadlines to ensure grant making organisations receive reports and other correspondence as required.
- Ensure that all donor communications are handled appropriately, promptly and courteously and that complaints and criticisms are logged, investigated and resolved in accordance with the organisation's systems and procedures.
- Build strong relationships with colleagues across SOS Children's Villages International.
- Undertake due diligence, in line with SOS UK's ethical partnerships policy and robust vetting criteria, thereby protecting SOS UK's brand and ensuring profitable returns on investment.
- Lead and directly manage a portfolio of key relationships.

Other

- Implement the Equal Opportunities Policy into daily activities.
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately when you become aware of it.
- Undertake any other duties as may reasonably be required in this post.
- Keep abreast of key fundraising trends and issues and the regulatory environment around fundraising. Ensure that you follow the Code of Fundraising Practice, as stipulated by the Fundraising Regulator and best practice is adhered to.

PERSON SPECIFICATION

Essential:

- Proven ability to secure significant five figure grants
- 3-4 years' experience in cultivating, developing and relationship managing a diverse range of grant making organisations
- Ability to plan strategically and implement those plans
- Demonstrable experience working with grant making organisations and developing a sustainable grant income stream
- Demonstrable experience in prospect research, grant application writing, management, evaluation and reporting
- An understanding of the UK grant funding market and trends
- Demonstrable experience in developing and managing project and bespoke grant budgets
- Experience of using grants making database research tools
- Exceptional organisational skills with experience of managing multiple tasks and prioritising effectively
- Demonstrable ability to plan and report on activities
- Strong interpersonal and team working skills, with an ability to work independently and seize opportunities
- Demonstrable ability to work with teams and stakeholders to ensure good shared ownership and 'buy-in'
- Demonstrable evidence of excellent communication skills, both written and oral
- Self-starter. Highly organised, with an ability to work systematically to targets and deadlines and able to work under pressure
- Strong analytical and creative skills
- Experience of using administrative systems and CRM databases
- Computer literate and confident in using all MS Office software
- Ability to travel internationally on an occasional basis
- Willingness to work flexible, if required, in line with application and reporting deadlines.

Desirable:

- Working knowledge of international NGOs and/or working in a Federation
- A good understanding of the UK INGO funding network; an active member of such networks, e.g. BOND.

Personal Attributes / Qualities:

- Able to reflect SOS UK's values (detailed above) in how you conduct yourself at work and with others
- Ambitious, innovative, target driven and self-motivated
- Trustworthy, patient, flexible and a good relationship builder

- Enjoy working as part of a team and independently
- Open to new ways of working, learning new tasks and skills as required
- Committed to building meaningful, personal relationships with some of our most generous supporters
- Strongly motivated by success and passionate about seizing opportunities as they present themselves.
- Respectful of other views and ways of working
- Empathetic and respectful of other countries' working practices and cultures
- Driven by the desire to give our supporters an excellent experience.

Further information:

SOS Children's Villages UK is an equal opportunity employer that is committed to encouraging equality, diversity and inclusion in the workplace, and eliminating unlawful discrimination within all employment practices within our organisation. Discrimination and harassment of any kind based on any protected characteristic is prohibited, and recruitment decisions are based on experience, qualifications, merit, and business needs at the time.

Upon conditional offers of employment, professional references and a self-declaration & disclosure form are required as part of the safer recruitment procedure in our Safeguarding Policy. A Disclosure and Barring Service (DBS) check will also be required.

To apply:

Please email a copy of your CV and covering letter of no more than 2 A4 pages with the titles "your name cover letter" and "your name CV" to Neelam Dave, Head of Programme Funding, at careers@sosuk.org

The deadline for applications is 10am Tuesday 1 December.

Interviews will be conducted virtually via Microsoft Teams in the week commencing 14 December 2020

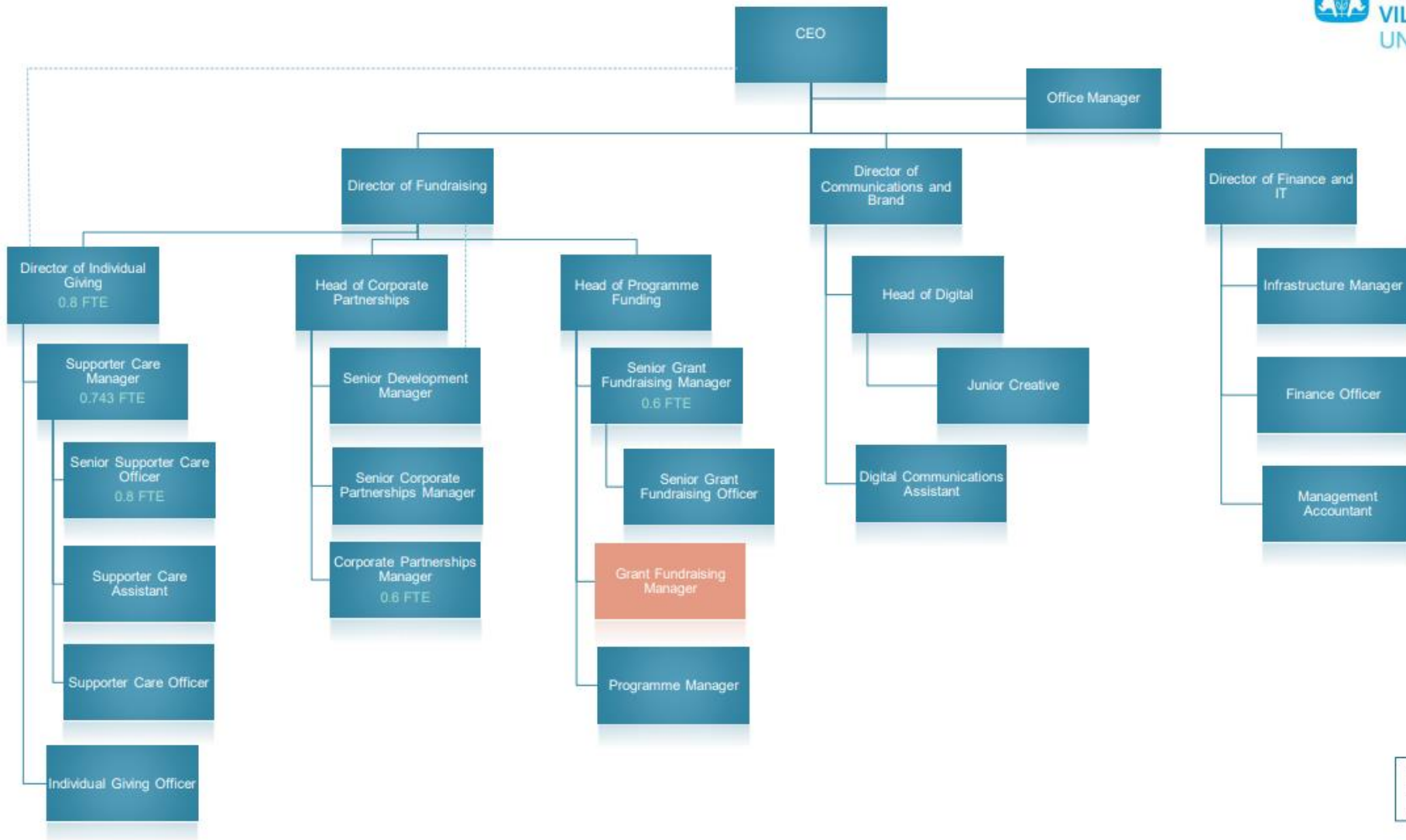
Benefits of working at SOS Children's Villages UK

- 25 days annual leave entitlement, plus 8 paid bank holidays and non-bank holiday working days during the office closure between Christmas and New Year are treated as additional paid time off
- Employee Assistance Programme
- Cycle to Work Scheme
- Life Assurance Cover
- Pension Scheme Membership
- Contractual sick pay
- Flexible working
- Statutory maternity & paternity pay
- Charity/Volunteer Days a maximum of 2 days per annum
- Travel loan
- Sabbatical leave

- Training & Development policy

Additional resources

- SOS Children's Villages UK organogram (see below)
- [SOS Children's Villages UK latest Annual Report](#)
- [Why work for SOS UK](#)



Total employees: 26
 FTE: 24