

Title: Senior Grant Fundraising Officer

Reporting To: Head of Programme Funding

Direct Reports: No line management responsibilities.

Location: Cambridge, CB2 1NL [with potential to discuss a flexible location]

Salary: £25-27k, dependent upon experience

Contract: Permanent, Full time

Hours: 35 hours per week

About SOS Children's Villages UK:

We believe that children everywhere deserve more from life than the basics for survival such as food, water and shelter. Children have the right to grow up feeling loved, safe and supported. They are entitled to a happy childhood, and the chance to build a better future for themselves. But around the world, 220 million children grow up without the care they need. SOS Children's Villages UK is part of a global federation of 140 local SOS Children's Villages associations working together across 136 countries and territories worldwide to ensure that children grow up in a stable environment. We work with children and families living through poverty, conflict, man-made and natural disasters. 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.

About the Post:

Reporting to the Head of Programme Funding and working in the grant fundraising team, you will help grow SOS Children's Villages UK's income from trust and foundations. We are looking for a talented and passionate grant fundraiser who will maximise SOS Children's Villages UK's current trust and foundation relationships and secure new relationships to enable us to meet our three-year fundraising strategy.

With a high level of attention to detail and a passion and creativity for developing proposals, you will conduct research to ensure a regular and reliable pipeline of new prospects; work with national and international colleagues on the development of grant proposals; report on current grants and cultivate a small to medium scale prospect pipeline.

This role suits an ambitious self-starter with experience in grant fundraising and an interest in developing their skills in global international development with programmes in 129 countries.

In return, the role offers the opportunity to work within an ambitious, friendly and supportive team within an international, impactful organisation, at the forefront of supporting unsupported children worldwide.

Specific responsibilities will include:

Strategic planning and development

- Contribute to a yearly activity plan to research, develop and co-ordinate applications and reports to grant making funders to achieve year on year targets.

Operational, with the support of the Head of Programme Funding:

- Develop and manage a portfolio of existing and prospective grant giving organisations, creating a pipeline of small to medium scale potential donors.
- Research potential donors and analyse their suitability to feed into the grant prospect pipeline to achieve identified targets.
- Prepare and submit high quality funding applications and reports to grant making organisations.
- Scrutinise project budgets and financial information for applications and reports.
- Support the account management of successful bids, liaising with the programme and project managers in SOS Children's Villages sister organisations and the UK based finance team, and ensure that objectives of the donor are fully met, and relationships are maximised.
- Work closely with colleagues in the fundraising team, identifying grant funding opportunities that may cross over with corporate partnerships or major donors.
- Lead on maintaining and developing a database of grant making contacts ensuring the General Data Protection Regulations (2018) are adhered to across all of grant making and ensure that all data collection is in accordance with the regulations.
- Lead on processing incoming grants in line with internal procedures and ensuring prompt and appropriate acknowledgement of all grant income.
- Ensure all information relating to each grant is accurate, up to date and well organised.
- Lead on managing a timetable of deadlines to ensure donors 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.
- Assist in weekly and monthly reporting across a range of KPIs in relation to grant making.
- Play an active role in the overall development of the Fundraising Division and SOS Children's Villages more broadly.
- Keep abreast of key fundraising trends and issues and the regulatory environment around fundraising, ensuring that standards are set, procedures followed, and issues acted upon or communicated to all staff and others as appropriate.

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 you become aware of it.
- Undertake any other duties as may reasonably be required in this post.

- Ensure the Code of Fundraising Practice is followed, as stipulated by the Fundraising Regulator and best practice is adhered to.

PERSON SPECIFICATION

Education and qualifications

- Degree level education or equivalent experience.

Essential

- Minimum of two years' experience in grant fundraising, ideally for international non-profits.
- Demonstrable track record of successfully securing grants from trusts and foundations from research through to grant writing to reporting.
- Experience building relationships with grant making organisations and an understanding of the grant making landscape in the UK.
- Experience of formulating and scrutinising both project design and budgets.
- Experience of using grants database research tools.
- Experience of evaluating and reporting on activities.
- Good interpersonal and team working skills, with an ability to work independently and seize opportunities.
- Computer literate including experience of using administrative systems and CRM databases and confident in using all MS Office software.
- Demonstrable evidence of excellent communication skills, both written and oral.
- Ability to convey SOS Children's Villages work with confidence and credibility.
- Ability to travel internationally on an occasional basis.
- Willingness to work, if required, on evenings / weekends.

Desirable

- Experience of coordinating trust fundraising across multiple projects within a global context.
- Experience of working with international programme staff.
- Understanding of the characteristics of project development and delivery, including logical frameworks and monitoring and evaluation.

Personal Attributes / Qualities

- Highly organised, with an ability to work systematically to targets and deadlines and able to work calmly under pressure.
- Able to manage competing priorities and multiple tasks.
- Trustworthy, patient, flexible and a good relationship builder.
- Enjoy working as part of a team.
- Open to new ways of working, learning new tasks and skills.
- 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.
- A commitment to the aims and values of SOS Children's Villages.



To apply:

Please send a copy of your CV and covering letter of no more than 2 A4 pages explaining how you meet the criteria in the persons specification, with the titles “your name cover letter” and “your name CV” to the Head of Programme Funding: careers@sosuk.org

The deadline for applications is **Friday 13 September 2019**.

The successful candidate will be required to complete a DBS check under our Safeguarding Policy.

Supporting material

- www.soschildrensvillages.org.uk
- <https://www.sos-childrensvillages.org/>