



SOS CHILDREN'S
VILLAGES
UNITED KINGDOM

Title: Grant Fundraising Manager (Maternity cover)

Reporting To: Head of Programme Funding

Salary: £30,000 - £32,000 dependent on experience

Location: Cambridge, CB2 1NL

Contract: Maternity leave cover, 12-month contract (with potential future opportunities)

Hours: Full-time (flexible working available, minimum requirement of 21 hours per week)

About SOS Children's Villages UK:

SOS Children's Villages is a global charity that protects children who have lost, or who are at risk of losing parental care, by ensuring children can grow up in a stable environment where they feel safe, loved and supported. We protect and improve the lives of children in 129 countries, working with communities to keep vulnerable families together and, where this is not possible, we give children a home and family-like care at an SOS village community. As a global authority on alternative care, SOS Children's Villages works in partnership with the United Nations, advocating for the rights of all children and contributing towards the development of key child protection policies.

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. With a passion and creativity for developing successful grant application you will be responsible for research to ensure a regular and reliable pipeline of new prospects, developing grant proposals, whilst also leveraging existing relationships. As part of this role, you will be responsible for reporting on grants, including the evaluation and management of programme budgets.

Specific responsibilities include:

Strategic planning and development:

- Support the Head of Programme Funding to implement a robust strategy to grow income from grant making organisations.
- Support the Head of Programme Funding to develop and implement a yearly activity plan to co-ordinate applications, reports and other activities to achieve year on year targets.

Operational:

- 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 managers and the 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 ensure 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.
- 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, and in accordance to 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 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.
- Assist in quarterly forecasting, weekly and monthly reporting across a range of financial and non-financial KPIs in relation to grant making.

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

Education and Qualifications

- Degree level education

Essential

- Significant 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.
- Experience in developing and managing project and bespoke grant budgets.
- Demonstrable experiences of cultivating relationships with grant making organisations.

- 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.
- Good interpersonal and team working skills, with an ability to work independently and seize opportunities.
- Computer literate and confident in using all MS Office software.
- 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.
- Willingness to work, if required, on evenings / weekends.

Desirable

- Experience of developing log-frames and a theory of change.
- Experience of Monitoring, Evaluation and Learning plans.

Personal Attributes / Qualities

- Ambitious, innovative, target driven and self-motivated.
- 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 as required.
- Committed to building meaningful, personal relationships with some of our most generous supporters.
- Driven by success and passionate about seizing opportunities as they present themselves.
- Driven by the desire to give our supporters an excellent experience.

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 person 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 Thursday 19 September 2019.

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