Title: Grant Fundraising Officer

Reporting To: Senior Grant Fundraising Manager

Direct Reports: No line management responsibilities

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

Salary: £24,000 to £27,000 per annum, dependent upon experience

Contract: Permanent, Full time

Hours: 35 hours per week

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.soschildrensvillages.org (international office).
About the Post:

Reporting to the Senior Grant Fundraising Manager and working as part of the Programme Funding Team, you will help grow SOS Children’s Villages UK’s income from trusts and foundations, maximising our current trusts and foundations relationships and helping us secure new grant funding to increase our impact.

With a high level of attention to detail and a passion and creativity for developing proposals and reports, you will adopt a high quality approach, ensuring grant making organisations understand how much their support is valued, while communicating accurately and transparently on the progress made with their help.

You will further conduct in-depth quality research to ensure a regular and reliable pipeline of new prospects and tailored approaches. Working with national and international colleagues on the development of grant proposals and reports and you will cultivate a small to medium scale prospect pipeline.

This role suits an ambitious self-starter with excellent writing and research skills with some experience in grant or major donor fundraising and an interest in developing their skills in international development. You will be a team player, capable of prioritising and balancing your own workload, while supporting the team in ensuring key deadlines are being met.

Specific responsibilities:

Strategic planning and development
- Contribute to a yearly activity plan to research, develop and co-ordinate applications and reports to grant making funders.
- Contribute to SOS UK’s new three-year strategy (2022-25).

Operational, with the support of the Senior Grant Fundraising Manager and 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 finance team to ensure transparent and timely reporting.
- 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.
- Process incoming grants in line with internal procedures and ensuring prompt and appropriate acknowledgement.
- Ensure all information relating to each grant is accurate, up to date and well organised in the
CRM (migrating to Salesforce) and other internal systems.

- Lead on managing a timetable of deadlines to ensure donors receive reports and other correspondence as required.
- Ensure that all trust communications are handled appropriately, promptly, and courteously and that complaints and criticisms are logged, investigated, and resolved, in accordance with SOS UK’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.

Person specification:

Essential

- Over a year of relevant work experience
- Experience of working in a non-profit organisation, ideally working on an international scale
- Demonstrable track record of securing grants from grant making organisations or major donors
- Experience in building relationships with grant making organisations and an understanding of the grant making landscape in the UK
- Experience in prospect research, grant writing and reporting
- Experience in scrutinising and formulating project and grant budgets
- Experience of using grants database research tools
- Excellent attention to detail
- Experience of evaluating, reporting, and demonstrating impact of projects
- Good interpersonal and team working skills, with an ability to work independently and seize opportunities
- 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
- Willingness to work, if required, on evenings / weekends

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
- Willing to give and receive feedback; keen to learn and develop
• 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
• Driven by the desire to support vulnerable families, children, and young people globally and to translate our work meaningfully to our supporters.
• A commitment to the aims and values of SOS Children’s Villages UK.

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.

We actively promote and welcome diversity in our recruitment and encourage candidates of all backgrounds to apply.

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

CVs submitted without a covering letter will not be considered.

The deadline for applications is 10am on Wednesday, 24 February 2021.
Interviews will be conducted virtually via Microsoft Teams in the week commencing 1 March 2021.

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