

## GRANTS FUNDRAISING MANAGER

July 2018

<b>Job title:</b> Grants Fundraising Manager	<b>Team:</b> Fundraising and Marketing
<b>Accountable to:</b> Director of Development	<b>Line managing:</b> n/a
<b>Salary:</b> ca. £35,000 depending on experience <b>Pension:</b> Automatic enrolment into the People's Pension scheme after 3 months	<b>Hours:</b> 35 hr week
<b>Disclosure:</b> Enhanced (DBS check required)	<b>Contract:</b> Permanent

### Tackling the root causes of homelessness in East London

Providence Row has been supporting homeless and vulnerably housed people since 1860. The charity works with more than 1400 people a year in East London, offering an integrated service of crisis support and advice, recovery, learning and training programme. Sadly and inexcusably the need is growing significantly and so we are developing our services to support some of the most vulnerable people in our society.

We aim to ensure that people who are so often excluded from mainstream services gain the support and opportunities they need to create a safe, healthy and sustainable life away from the streets. Central to our work are our core values of Compassion, Respect, Inclusiveness, Empowerment and Justice, informing the content, style and delivery of all our services.

### The Fundraising and Marketing Team

Providence Row's commitment to developing and expanding its services requires a significant growth in fundraised income. To support this, the Board of Trustees and CEO have committed to investing in a long-term development strategy, including the building of a skilled, professional Fundraising and Marketing Team across a range of income streams.

Grants fundraising - from both Statutory and Trusts & Foundation grant-makers - has been identified as one of the key areas for growth as we are fortunate to have a range of services and projects that are very appealing to funders. We have a number of existing relationships with significant funders (e.g. Comic Relief, BIG Lottery, Esmee Fairbairn Foundation) and are currently working with an external consultant to create a prospect pipeline of new Trusts & Foundation funders. There is, therefore, a solid foundation and great potential for the right candidate to make a real contribution through both funder acquisition and cultivation work, alongside the development of best practice grant management and reporting processes.

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## **The ideal candidate**

Passionate about contributing to providing quality support to some of the most vulnerable and excluded people in East London. You will have the drive and commitment to proactively and effectively manage and grow this key area of Providence Row's income generation, working confidently with internal and external stakeholders at all levels. You will be a team-player who wants to work with like-minded people and contribute to the success of the evolving fundraising team to help make positive, lasting changes in people's lives.

With proven experience in developing, delivering and monitoring a grant funding programme, you will be confident in cultivating relationships with grant-makers at all levels - from administrators and grant managers, to policy-makers, trustees and private funders - and with soliciting and securing funding from statutory, lottery, trusts & foundation donors. You will be creative and flexible in working with service providers to identify and maximise opportunities to fund existing and new projects, while demonstrating leadership and accountability in ensuring all grant management and reporting obligations are met.

## **THE ROLE**

Working with the Director of Development and as a member of the fundraising team the Grants Manager will play a pivotal role in helping Providence Row achieve its five-year plan to sustainably grow gross grants income from £460k (18/19 target) to £1.1m by 2022/23. S/he will do this by:

- developing, managing and delivering a portfolio of relationships with grant giving bodies, including primary responsibility for all statutory and institutional fundraising;
- generating and managing income from existing and new projects and funders;
- delivering on KPIs and targets in relation to grant income streams; and
- contributing to the development & implementation of the fundraising strategy.

## **KEY RESPONSIBILITIES**

### **Income Generation**

- Make direct approaches, develop and deliver tailored fundraising proposals to grant giving bodies, matching donor interests with Providence Row's programme of work, including to:
  - Government departments, Local Authorities
  - BIG Lottery, under all relevant funding programmes
  - other public funders, e.g. Comic Relief, Arts Council etc., as appropriate
  - Trusts & Foundations, Worshipful Companies and other Professional Bodies
  - Corporate foundations, where not managed by the Corporate FR function.
- Identification and cultivation of new funding opportunities.
- Manage all aspects of donor care and relationship building with existing & prospect funders.
- Support the Director of Development in delivering the growth and development targets and KPIs as agreed in the five-year Fundraising Strategy that will form a key part of Providence Row's new Organisational Strategy (under development).

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## **Grant Management**

- Deliver effective grant management across the charity's portfolio of grants to ensure credibility in funder relationships and support future funding opportunities.
- Ensure the Services teams are appraised of all targets contained in restricted grants.
- Work with the Finance team to ensure all financial management and budget controls are adhered to in line with organisational standards and guidelines for grant makers.
- Work with Services and Finance teams to obtain information for grant reports.
- Ensure reports to current funders are produced and delivered on time and to agreed quality standards and targets.

## **Research**

- Research and monitor government departments and other major grant giving bodies for potential funding opportunities.
- Utilise all available online and offline resources to identify and match the charity's programme of work with appropriate funders.
- Keep up to date on changes and developments in the grant-funding environment, incl. Government policies and programmes, and fundraising standards and regulation.
- Work closely with the Directors of Development and Services to ensure research and new funder cultivation work is prioritised and managed appropriately and effectively.

## **Teamwork**

- Be an active member of the fundraising team; attend regular team meetings and assist with fundraising events and other areas as required.
- Work closely with the Directors of Development and Services and with Service Managers and the Head of Finance to develop agreed Cases for Support for existing and new services and projects, as the basis for new grant bids.
- Regularly attend, contribute and distribute information relating to departmental and interdepartmental meetings in order to cultivate support and drive the growth of opportunities for grant bids.
- Display excellent teamwork skills with an open, frank and participative approach.

## **Compliance**

- Ensure all grant funders are properly acknowledged and, where appropriate, contracted and that their financial contributions are recorded appropriately on the database.
- Ensure full compliance with internal policies and procedures, including: Fundraising Ethics, HR, financial monitoring, accounting and auditing procedures, storage of contracts, data storage and protection.
- Ensure full compliance with all relevant external regulations, including GDPR and the Fundraising Code of Practice.

## **Other Duties**

- To undertake any other duties as may be reasonably required in the above post.

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## PERSON SPECIFICATION

<b>Achievements and Experience</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Minimum 5 years' experience of working in the field of grants fundraising.	
Experience and success in delivering against annual fundraising targets (target approx. £400k per year).	Experience of working in, or knowledge of, the homelessness sector.
Demonstrable track record in soliciting and personally securing funding from statutory, lottery and trusts and foundation donors.	Experience of raising income for homelessness related projects or charities.
Demonstrable experience in cultivating relationships with grant giving bodies donors resulting in securing funding.	Knowledge of one or more of the following: government/institutional policies and funding programmes impacting homeless and vulnerably housed people; working with vulnerable and marginalised groups or disadvantaged communities.
<b>Skills &amp; Abilities</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Excellent analytic, written, communication, interpersonal and presentation skills	
Excellent proposal writing skills and the ability to write compelling cases for support.	Proficient in MS office and demonstrable ability to use CRM databases.
Highly effective influencing skills to ensure positive outcomes from internal and external communication with stakeholders re fundraising.	Sensitivity to, and willingness to develop an understanding of, issues related to homelessness and housing.
Excellent research skills and an ability to extrapolate relevance from policy and guidance documents	Up-to-date knowledge of the charity sector.
Excellent planning and organisational skills, including capacity planning and prioritisation, and internal income and activity tracking.	Experience of budget management, including monitoring and maintaining phased income budgets.
Energy, enthusiasm, tenacity and initiative	
<b>Attributes</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Demonstrates an understanding of and commitment to the core values of the charity	A passion for social justice
Driven by respect for the dignity of all people	

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Providence Row is a company limited by guarantee (company no. 07452798) and registered charity in England and Wales (charity no. 1140192). Its registered office is at The Dellow Centre, 82 Wentworth Street, London E1 7SA.