



Job Description

Post:	Grants Manager	Grade: 9
Directorate:	Fundraising, Marketing & Communications	Location: HQ, Slimbridge/ flexible
Reporting to:	Senior Grants Manager	

Main function of the post: To maximise income for WWT's UK conservation work for wildlife, the environment and people from charitable trust, statutory and lottery funders. To be responsible for leading/developing major funder relationships, working closely with project and programme managers on developing fundable projects, developing high quality funding applications, engaging senior internal stakeholders, discovering new prospects, and undertaking reporting and claims.

Supervisory Responsibility: 1

Hours worked: 37.5 hours per week

Working pattern: Flexible, typically Monday to Friday 9am to 5.30pm

Main duties of the post

1. Lead on developing high-quality six & seven figure applications and proposals to secure funding from charitable trusts, statutory and lottery funders for WWT projects.
2. Lead on the management and development of WWT's relationships with a portfolio of established and prospective major grant funders.
3. Work with project and programme managers to develop fundable project plans and budgets; sit on project steering groups
4. Work with project teams to proactively develop projects in response to funding opportunities, ensuring that these projects are aligned with WWT's strategy.
5. Lead on developing and writing compelling cases for support, creatively presenting both existing work and projects.
6. Work with content and media teams to develop creative materials to engage grant supporters and ensure that we promote their support

7. Carry out prospect research, with the support of a dedicated Research Executive, to grow WWT's pipeline of potential funders and increase the yield from existing funders
8. Secure non-financial support from prospects including co-promotion, networking and employee/client engagement
9. Develop relationships with peers at other charities/third party organisations and use these to help develop partnerships to increase our projects' impact
10. Contribute to the development and management of the grants' prospect pipeline to maximise funders' potential.
11. Be responsible for ensuring that WWT meets the requirements of funding contracts, including submitting timely project reports and accurate claims, and ensuring project delivery teams are aware of funder requirements.
12. Be responsible for liaising with project staff both within WWT and partners, to gather relevant information for applications, reports and claims.
13. Collaborate across the directorate on joint team initiatives and projects.
14. Work with Legal and Finance teams to ensure grant contracts and budgeting are robust and in line with WWT standards
15. Delegate and supervise some work on applications, claims and reporting to the Grants Executive.
16. Be responsible for keeping accurate and detailed records related to funders and applications using WWT's database.
17. Provide support to and deputise for the Senior Grants Manager as required.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: May 2023

Person Specification

1. Qualifications

Desirable:

- Educated to degree level or equivalent
- A degree or equivalent in a relevant scientific subject

2. Experience

Essential:

- Significant experience of securing funds from at least one of the following: charitable trusts, statutory, and lottery funders. Track record of fundraising success, including securing six figure sums
- Excellent knowledge of available sources of grant funding in the UK
- Understanding and experience of developing new funding pipelines
- Experience of successfully achieving financial targets
- Funder relationship management and development experience
- Good numeric skills and comfortable working with complex budgets
- Proficient user of all Windows/Microsoft Office software

Desirable:

- Experience of using fundraising databases
- Experience and knowledge of blue/green funding sources
- Project development/management experience
- Partnership project experience

3. Managerial & Supervisory

Essential:

- Experience of supervising work by junior staff and/or volunteers

Type of staff	Number managed	Number supervised
Employed Staff	0	1
Volunteers / Casual Workers	0	0
Contractors	0	0

4. Responsibility

Essential:

- Responsible for achieving restricted annual income targets of c£500k+
- Able to work independently, prioritise busy workload effectively and work under pressure to strict deadlines
- Responsible for ensuring all requirements of funding contracts are satisfied, including accurately processing claims without significant supervision
- Responsible for keeping accurate and up to date records of all aspects of grant fundraising

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£2000
Cash Handling	In excess of £500,000
Assets (required for job, exc. buildings)	£1,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Ability to write high-quality fundraising applications in an engaging way with a coherent and compelling narrative
- Ability to distill information from a range of sources into concise and accurate reports, in a style appropriate to the audience
- Proven research skills and an ability to extract and make use of relevant information

Desirable:

- Experience of using a variety of digital media and innovative content to help engage supporters

6. Contact

Essential:

- Professional and credible – able to represent WWT at meetings/events with funder and other contacts at the highest level
- Demonstrates the necessary presence to liaise with senior WWT management/Trustees
- Ability to diplomatically influence internal and external stakeholders
- Confident in negotiating terms of funding agreements
- Ability to build strong working relationships with project staff and volunteers at all levels, both internally and externally
- Excellent and confident presenter in the spoken and written word

Desirable:

- Experience of working with teams across different sites including internationally
 - Established peer networker within the sector
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General Notes

This position will require work during some evenings and weekends to meet the needs of the post.

Whilst this post is based at WWT Slimbridge, regular travel to other WWT centres and elsewhere will be required. As some of our travel destinations are poorly served by public transport a current driving licence is essential.
