



Post: Grants Fundraiser **Grade:** 9
Directorate: Marketing & Supporter Development **Location:** HQ, Slimbridge
Reporting to: Grants Manager

Main function of the post: To maximise income for all aspects of WWT's work from a portfolio of charitable trust, statutory, LCF and lottery funders. To be responsible for developing high quality funding applications, discovering new prospects, contributing to project development, managing/developing funder relationships and undertaking reporting and claims.

Supervisory Responsibility: None

Hours worked: 37.5 hours per week

Working pattern: Monday to Friday 9am to 5.30pm

Main duties of the post

1. Lead on developing high-quality applications to secure funding from charitable trusts, statutory LCF and lottery funders for WWT projects.
2. Lead on the management and development of WWT's relationships with a portfolio of major grant funders.
3. 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.
4. Lead on developing and writing compelling cases for supports, creatively presenting both existing work and projects.
5. Work with project managers to develop project plans and budgets; participate in project steering group meetings.
6. Work with project teams to proactively develop projects in response to funding opportunities, ensuring that these projects are aligned with WWT's strategy.
7. Be responsible for keeping up to date on developments in Landfill Communities Fund funding and changing legislation, representing WWT at relevant external meetings, and to manage all Entrust requirements.

8. Carry out prospect research to grow WWT's pool of potential funders, including developing new funding areas such as international and green infrastructure funders to support WWT's strategy.
9. Contribute to the development and management of the grants' prospect pipeline to maximise funders' potential.
10. Be responsible for liaising with project staff both within WWT and externally, to gather relevant information for applications, reports and claims.
11. Collaborate across Supporter Development and the broader directorate on joint team initiatives.
12. Delegate and supervise some work on claims and reporting.
13. Be responsible for keeping accurate and detailed records related to funders and applications using WWT's database.
14. Provide support to the 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: October 2017

Person Specification

1. Qualifications

Essential:

- Educated to degree level or equivalent

Desirable:

- A degree or equivalent in a relevant scientific subject

2. Experience

Essential:

- Significant experience of securing funds from most of the following: charitable trusts, statutory, LCF and lottery funders Track record of fundraising success, including securing at least high five 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 international grant funding sources
- Project development/management experience

3. Managerial & Supervisory

Essential:

- Experience of supervising work by staff and/or volunteers

Type of staff	Number managed	Number supervised
Employed Staff	0	2
Volunteers / Casual Workers	0	0
Contractors	0	0

4. Responsibility

Essential:

- Responsible for achieving restricted annual income targets of £300k+
- 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
- Responsible for meeting the administrative and reporting requirements of Entrust
- 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)	£1000
Cash Handling	In excess of £300,000
Assets (required for job, exc. buildings)	£1,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Ability to write high-quality fundraising applications
- 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

6. Contact

Essential:

- Professional and credible – able to represent WWT at meetings with senior funder contacts and at other external events
- 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 a range of project staff, both internally and externally
- Excellent and confident presenter
- Experienced networker

Desirable:

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

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.
