



Grants Fundraiser

Grade: 8

Directorate: Fundraising, Marketing & Communications

Location: HQ, WWT Slimbridge Wetlands Centre/Flexible home working

Reporting to: Senior Grants Manager

Main function of the post:

To develop and submit funding applications to grants funders for a portfolio of projects that may include wetland creation, species recovery, conservation engagement, learning, health/wellbeing and international community conservation. To be responsible for managing and developing a portfolio of funder relationships and discovering new prospects, including major funders. To lead FR and project development for Philanthropy for some projects. To deliver the requirements of funding contracts, including reporting, claims and publicity. To support the Grants Manager on some major funder relationships

Supervisory Responsibility: Grants Assistant

Main duties of the post

1. To research and write high-quality funding applications to a range of grant funders of all sizes, including some six figure applications, matching prospects to projects.
2. To lead on researching and writing timely project reports and updates for grant funders.
3. To take responsibility for compiling timely and accurate claims for major grant funded projects, including ensuring the requirements of funding agreements are satisfied.
4. To keep detailed, accurate records of applications, prospects, reporting requirements, project claims, spend and communications with funders, on WWT's CRM database.
5. To be responsible for liaising with project staff both within WWT and externally, to gather relevant information for applications, reports, claims and publicity
6. To support project managers in developing and managing projects and their budgets.
7. To support project teams in achieving internal project approvals, contributing to advising on Project Management Framework forms as necessary and managing projects using the PMF.
8. To be Philanthropy lead on some projects that are expected to be grant funder-led. Focus on small-medium sized projects initially and increase size of projects led.

9. To develop, build and manage existing major relationships and pipeline prospects for an agreed portfolio of grant funders, including charitable trusts, foundations, statutory and international through engaging them with regular correspondence, updates, funder visits and at events.
10. To develop expertise in agreed programme/project areas
11. To support the Grants Manager in developing major funding applications.
12. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
13. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
14. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
15. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

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: September 2021

Person Specification

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1. Qualifications

Essential

- Educated to degree level
- Full UK driving licence

Desirable

- Grants-relevant IOF or equivalent training

2. Experience

Essential

- Significant experience of securing at least five figure grants
- Significant experience managing grants including writing detailed, precise and engaging reports and making claims against pledges
- Experience of liaising with a broad range of people, both internally and externally, in the written and spoken word
- Experience of leading and developing funder relationships
- Experience of working in a busy department and to tight deadlines
- Ability to handle income and develop accurate budgets with project teams
- Excellent Microsoft office skills, particularly strong basic excel skills
- Expertise in using and developing fundraising databases

Desirable

- Experience of fundraising from some different grant sectors – from trusts, foundations, statutory, LCF, international and green finance

3. Managerial & Supervisory

Essential

Supervision through allocation of some supporting tasks to the Grants Assistant, monitoring the output, offering feedback and carrying out agreed training as and when required.

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

4. Responsibility

Essential:

- Responsible for contributing to the increasing target for securing new grant income/pledges, primarily restricted funding
- Responsible for accurately processing claims, some of £200,000+ and securing the payment of the majority of large grants pledges
- Responsible for maintaining up-to-date donor, expenditure and administrative records
- Meticulous attention to detail and a high level of accuracy
- Self-motivated: excellent time management skills and able to prioritise own workload effectively

Levels of financial responsibility

Type of Responsibility	Level
Expenditure (exc payroll)	0
Cash Handling	Up to £1,500,000
Fundraising target	£270,000
Assets (required for job, exc buildings)	£1,000
Visitors (per annum)	n/a

5. Creative Ability

Essential

- Strong written skills, able to create high-quality, engaging fundraising applications
- Ability to distill information from a range of sources into concise and accurate reports, in a style appropriate to the audience
- Confident and effective verbal communication skills including presentations
- Very strong numerical/budgeting skills
- Ability to undertake research to find new prospects and develop new funding streams
- Take a strategic, long term approach to prospect and project development

6. Contact

Essential

- Confident interacting with a wide range of people, including funders, external partners and important internal stakeholders at all levels up to Board/Council level
- Self-confident delivery
- Ability to diplomatically influence internal and external stakeholders
- Able to act as key contact for grant funders
- Able to organise and lead multi-stakeholder meetings

Desirable

- Experience of working with teams across several sites

General Notes

This is a full-time position, which will require work during some evenings and occasionally at weekends, to meet the needs of the post. Some travel to other WWT centres/project locations will also be required.