

## Hampshire & Isle of Wight Wildlife Trust JOB DESCRIPTION

<b>1. IDENTIFICATION OF JOB</b>	
<b>Job Title</b>	Senior Grants Officer
<b>Department</b>	Marketing & Fundraising
<b>Responsible to</b>	Philanthropy Manager
<b>Responsible for</b>	Volunteers
<b>Level</b>	D
<b>Location</b>	Beechcroft House, Vicarage Lane, Curdridge, Southampton, Hampshire, SO32 2DP
<b>Budgetary Responsibility</b>	Together with the Philanthropy Manager and project delivery colleagues, responsible for the Trust's grants and charitable foundation income and expenditure

<b>2. OVERALL PURPOSE OF JOB</b>
<p>It is an exciting time for Hampshire &amp; Isle of Wight Wildlife Trust as we drive forward our Wilder 2030 strategy. We want to see 1 in 4 people connecting with wildlife and taking action, and at least a third of land and sea protected and where wildlife is recovering.</p> <p>Our fundraising team is ambitious, with a strong track record of success and plans for growth. This role is new to the team and the post holder will have the opportunity to make a major impact in shaping our trusts and grants fundraising to help the delivery of the Trust's strategy.</p> <p>The role will lead on growing both restricted and unrestricted funds through applications to charitable and grant-making trusts. The post holder will also be responsible for identifying new opportunities and engaging with new and existing funders by composing high-quality and timely written proposals and impact reports.</p> <p>The main point of contact for all applications and reports for grant-makers and charitable trusts, the post holder will work with colleagues across the Trust to identify projects and activities and collate the information needed to develop applications for funding.</p> <p>Reporting to the Philanthropy Manager, together the team will build first-class journeys (including arranging site visits and bespoke events) for all key funders to secure vital income for the organisation both now and in the future. There will also be an opportunity to support our other key income streams by collaborating with colleagues, particularly in our major donor and legacy fundraising. Excellent stewardship and relationship management skills, face-to-face, on the phone and in writing will be essential.</p>

<b>3. MAIN RESPONSIBILITIES</b>
<p><b>Manage and coordinate applications to charitable trusts</b></p> <ul style="list-style-type: none"> <li>• Work with Philanthropy Manager and Executive Team to identify relevant projects and activities which require funding.</li> <li>• Work with teams across the Trust to build and manage a portfolio of funding requirements, working closely with colleagues to develop their ideas into project proposals, and within the fundraising team to match proposals with suitable funders.</li> </ul>

- Carry out proactive research to identify appropriate charitable trusts and manage a pipeline of potential funders.
- Actively research new funding opportunities and build relationships with key grant funders, carrying out due diligence as appropriate.
- Keep abreast of news and updates from major funding organisations, e.g. National Lottery Heritage Fund and landfill operators, by attending webinars, briefings and networking with other Trusts.
- Build and maintain records of applications and deadlines for submissions, reports etc. as well as a calendar of opportunities and deadlines.
- Provide a good working knowledge across the Trust for all grant applications to major funders.
- Liaise with delivery staff and funders to develop, write and submit high-quality applications.
- Work with delivery staff to ensure reporting requirements are understood and met.
- Prepare and submit progress reports when required.
- Work with marketing team to publicise projects and funders' support as appropriate.

#### **Project development and proposal writing**

- Work closely with the Director of Marketing & Fundraising and wider fundraising team to develop effective and compelling cases for support.
- Support colleagues from across the Trust to develop funding proposals for priority projects that have been approved by the Project Oversight Board, ensuring the fundraising team always have compelling materials and messages, to engage high value prospects and donors.
- Support the Philanthropy Manager and Fundraising Development Manager to develop compelling and targeted funding proposals.
- Develop innovative and inspiring ways to demonstrate impact for funders.

#### **Support in delivery of the wider fundraising strategy**

- Work with Philanthropy Manager to maintain records of donor giving and carry out analysis to help identify key donors and supporters and develop donor stewardship journeys.
- Support Director of Marketing & Fundraising to develop and promote effective fundraising appeals.
- Work with the Fundraising Team to plan and deliver cultivation and stewardship activities (including communications, events and site visits) for key prospects, donors and supporters.

#### **Fundraising administration**

- Develop and maintain accurate records on the Trust's CRM for all communications and to allow coordination of all funding applications.
- Utilise appropriate databases and information sources to identify possible funding sources.
- Ensure income is banked and recorded in a timely and accurate manner and assist Philanthropy Manager and Director of Marketing & Fundraising in compiling quarterly and year end reports.

#### **General**

- Work in line with the Fundraising Regulator's code of practice to ensure that all fundraising activities are legal, open, honest and respectful.
- Participate fully in team/department and staff meetings, maintain effective communication with other staff across the Trust and embody a positive culture of sharing and learning.

- Undertake additional duties commensurate with the post as may be reasonably requested from time to time.

#### **4. JOB SPECIFICATION / SCOPE OF ROLE**

- Reporting to the Philanthropy Manager, there are currently no direct reports to this role.
- Working across all areas of the Trust as well as with external contacts, this role requires excellent levels of both written and verbal communication.
- The post holder will require a full driving license and be happy to undertake some travel across the two counties.

##### **Budgeting and Reporting**

- Work with Philanthropy Manager to set OKRs for each area of responsibility, monitoring and reporting on these monthly.
- Assist the Director of Marketing & Fundraising and Philanthropy Manager to set and monitor the annual fundraising budget and ensure all spend is within budget and that maximum return on investment is achieved.

##### **Travel and out of hours work**

- There may be a requirement to occasionally work out of hours and weekends, with some associated travel.

##### **General**

- Abide by Trust procedures and policies, in particular Health & Safety and Equal Opportunities, Safeguarding & Child Protection and GDPR.
- Follow finance policies, processes, and procedures.
- Promote the Trust wherever possible, in particular recruiting new members and supporters and acting as an ambassador for our vision, values and aims.

**Hampshire & Isle of Wight Wildlife Trust  
PERSON SPECIFICATION**

<b>Job Title</b>	Senior Grants Officer
<b>Department</b>	Marketing & Fundraising

**Below is the list of experience, knowledge, skills and personal qualities needed for the above role.**

<p><b>Area A EXPERIENCE</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Strong experience and track record of successful income growth from charitable trusts and grant-making organisations.</li> <li>• Experience of developing and managing various stakeholder relationships internally and externally.</li> <li>• Experience of translating complex information into inspiring written narratives and compelling cases for support through proposals for fundraising.</li> <li>• Experience of reading and interpreting financial accounts and budgets.</li> <li>• Experience writing impactful reports to demonstrate the value of funding received.</li> <li>• Experience of proactively gathering information from colleagues to be translated into funding projects.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience working in other areas of fundraising, for example legacies, major donors or corporates.</li> <li>• Experience of event planning and organisation.</li> </ul>
<p><b>Area B KNOWLEDGE &amp; QUALIFICATIONS</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Proficient IT skills and experience working with shared document management systems (i.e. Office 365, SharePoint and One Drive), Microsoft Outlook, PowerPoint, Word and Excel</li> <li>• Knowledge of managing and developing fundraising programmes and partnerships, particularly fundraising from trusts and foundations.</li> <li>• Good knowledge of funding regimes, especially from National Lottery and Charitable Trusts</li> <li>• Good understanding of principles and practice of Fundraising Regulator's code of practice and good knowledge of data protection laws.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of funding regimes specific to environmental sector, for example landfill grants etc.</li> <li>• Experience working with a database or CRM system.</li> </ul>
<p><b>Area C SKILLS</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Copywriting skills</li> <li>• Ability to organise own workload and work largely under your own initiative, as well as part of a team.</li> <li>• Ability to work proactively with partners both within the organisation and externally.</li> <li>• Excellent communication and interpersonal skills.</li> </ul>

- Must have the means to travel independently between sites for meetings and events.
- Confidence in understanding and presenting figures, management information and data in a way that supports fundraising.

**Desirable:**

- Preparing quantitative and qualitative reports against department OKRs

**Area D PERSONAL QUALITIES****Essential:**

- Highly motivated and enthusiastic about raising funds.
- Strong work ethic and supportive team member.
- Can work well to tight deadlines.
- Diligent with meticulous attention to detail.

**Desirable:**

- Personal interest in nature, wildlife and the environment.
- Creative thinker with sound analytical skills.

*Last Updated: November 2023*

**Notes:**

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. The job description cannot cover every issue or task that may arise within the post at various times. Therefore, the post-holder will be expected to carry out any other duties as are within the scope, spirit, and purpose of the job as requested by the Line Manager, or Director.