Job Description
Grants Manager

Job Title: Grants Manager
Location: Helen Bamber Foundation office, London (flexible)
Responsible to: Head of Fundraising & Marketing
Hours: Full-time (37.5 hours per week)
Salary: Up to £34,000 (negotiable)
Benefits: 27 days holiday plus 4% matched pension contribution

BACKGROUND

The Helen Bamber Foundation (HBF) is a pioneering Human Rights charity supporting refugees and asylum seekers who are the survivors of extreme human cruelty. The people we work with have been subjected to atrocities including state-sponsored torture, human trafficking, religious and political persecution, forced labour, sexual exploitation, and gender-based and ‘honour-based’ violence. Recognising the complexity of each client’s suffering and needs, HBF offers specialist services within a Model of Integrated Care encompassing: therapy; medical advice; legal protection; counter-trafficking support; housing and welfare advice; and community and integration.

HBF exists to ensure that all survivors of trafficking and torture are free and healthy (both physically and mentally), are safe, are protected from re-victimisation, detention and poverty, and have the ability and agency to integrate in and contribute to the communities around them. HBF also uses its unique expertise to drive change and improve practice and policy for all survivors.

We are innovative, ambitious and compassionate. The bravery and resilience of our clients is an inspiration to all the team at HBF.

OVERVIEW OF THE ROLE

This exciting role is responsible for raising funds from charitable trusts and foundations, which accounts for approximately 50% of HBF’s total annual income. We are looking for an ambitious trust and foundations fundraiser with a proven track record of raising significant funds from charitable foundations who, alongside our existing team, will help to grow and develop this area of fundraising.

As a Grants Manager, you will be responsible for supporting the Head of Fundraising & Marketing to achieve ambitious but achievable income targets. The post holder will be responsible for the overall management and growth of a successful grants programme including: prospect research, developing bespoke proposals (including complex budgets) and leveraging existing relationships. You will also be responsible for reporting on all grants, including the management of data required for measurement and evaluation.

We’re looking for someone who is committed to helping achieve the income requirements for HBF and who is able to react and respond creatively to the operational and financial needs of the charity. The post holder will have a proven eye for detail, an analytical nature and a flair for writing successful applications.
HBF is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation.

**MAIN DUTIES AND RESPONSIBILITIES**

1. **Trust and Foundation Fundraising**
   - Continue to develop a robust strategy for raising income from trusts and foundations, including securing large grants (over £50,000 p/a), mid-sized grants (under £50,000 p/a) and smaller grants.
   - Prepare and submit high quality funding applications with accurate budgets and well considered outputs and outcomes to charitable trusts and foundations, including corporate foundations.
   - Research potential donors and analyse their suitability to feed into trusts and foundations work plan, including identifying new prospect research methodologies and technologies.
   - Plan and host visits by current and prospective funders, including meetings with senior team members, as appropriate.
   - Working closely with colleagues across the charity, prepare timely and accurate reports for funders.
   - Working closely with the Head of Fundraising & Marketing, carry out network mapping to identify additional connections within trustee board, fundraising board and other relevant VIPs.

2. **Administration**
   - Maintain and develop HBF’s trust and foundation work plan ensuring all information is accurate, up to date and well organised.
   - Process all incoming donations in line with internal procedures.
   - Maintain a timetable of deadlines to ensure donors receive reports and other correspondence as required.

3. **Other Responsibilities**
   - Working with colleagues across the charity, create ‘gold standard’ and robust cases for support.
   - Support and contribute to the effective monitoring and evaluation processes of the charity.
   - Contribute to the fundraising departments reporting requirements for Directors and Trustees.
   - Provide support to the fundraising team as required in line with experience.

**PERSON SPECIFICATION**

The successful candidate will have an eye for detail, an analytical nature, a flair for writing, be highly proactive, self-motivated and organised, whilst being able to deal with competing priorities and working collaboratively with the other members of the fundraising & marketing team and the wider charity.

**Essential**

- A minimum of 18 months' experience in a similar role, including experience of prospect research, application writing, drafting and managing budgets, reporting to funders and managing relationships with funders.
- Demonstrable experience of securing significant income from charitable trusts and foundations.
- Demonstrable experience of developing a sustainable fundraising strategy for trusts and foundations.
- Demonstrable experience of successfully cultivating relationships with charitable trusts and foundations.
- Good working knowledge of major UK and international funders in the human rights, asylum & refugee and health sectors.
- Experience of collecting, analysing and presenting data to evidence impact.
• Exceptional organisational skills with experience of managing multiple tasks and prioritizing effectively.
• A strategic thinker.
• Excellent ability to accurately communicate in writing and in person.
• Excellent attention to accuracy and detail.
• High standard of numeracy and budgeting skills.
• Good interpersonal and team working skills, with an ability to work independently and seize opportunities.
• Computer literate with experience of managing / maintaining databases and confident in using all MS Office programmes.
• Understanding of, and commitment to, the objectives of the Helen Bamber Foundation.

Please note that the successful candidate will be offered the job subject to suitable references and a DBS (CRB) check.

Please submit an up to date C.V. and a short covering letter outlining how your skills and experience match the listed duties, responsibilities and person specification to jobs@helenbamber.org, if you need any question related to the post please contact Gareth Holmes, Head of Fundraising and Marketing at gareth@helenbamber.org by 5pm on Friday 12th March. Interview date TBC. Please note exceptional candidates may be contacted before the deadline.

We regret that we can only respond to applicants who make it to the interview stage. No agencies please.