

SENIOR GRANTS EXECUTIVE

Location:	Helen Bamber Foundation office, Camden, London
Responsible to:	Grants Manager
Hours:	Full-time (37.5 hours per week)
Salary:	£27,000-£30,000 depending on experience
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 and trafficking. Our clients 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, 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 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

As the Senior Grants Executive, you will be responsible for delivering income from a range of donors and prospects, with a focus on trusts and foundations, through the overall management and growth of a successful grants pipeline. We are looking for an ambitious fundraiser who thrives working in a collaborative team and who enjoys inspiring funders to support the Helen Bamber Foundation. You will be part of a Fundraising and Communications Team that has a successful track record of securing income and you will help to further grow the organisation.

You will be managed by our Grants Manager and work closely with the Head of Fundraising and will be responsible for delivering high quality applications and reports to small and medium sized Trusts and Foundations as well as supporting larger donors in collaboration with your team members. This role suits a proactive fundraiser who has experience in Trust and Foundations including prospecting, making successful applications, delivering high quality reports, stewardship and with an ability to develop and grow existing funder relationships.

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. Responsible for delivering income from new and existing, medium sized (under £50,000 p/a) and small-sized Trusts and Foundations:
 - Researching and identifying potential donors, assessing their suitability to feed into the fundraising prospect pipeline;
 - Working collaboratively across the team to deliver high-quality applications to achieve ambitious income targets;
 - Building and improving our bank of fundraising copy, including cases for support, both in terms of content and creativity.
 - Delivering high quality donor relationship management to meet the needs of our donors in terms of reporting, delivering against deadlines and responding to queries;
 - Growing existing donor relationships through excellent stewardship, proactive relationship building and creative;
 - Develop and implement cultivation and stewardship plans for key accounts;
 - Supporting on the development of larger Trust and Foundation relationships in conjunction with the rest of the Fundraising and Communications Team.
 - Organising donor visits and calls, liaising closely with our programmes colleagues to ensure the best possible experience for funders, leading to positive funding outcomes.
 - Occasionally attending external events as a representative for the organisation;
2. Supporting the wider team and department
 - Delivering financial administration to ensure moneys are received, allocated and restricted correctly and donors thanked accordingly.
 - Supporting copywriting across all areas of the organisation and including adherence to brand and style guidelines.
 - Support and contribute to the effective monitoring and evaluation processes of the charity;
 - Providing assistance in communications with the board of Trustees, including regular reports.
 - Attending and contributing to fundraising events, team meetings and strategy days.

PERSON SPECIFICATION

The successful candidate will be an excellent fundraiser and communicator with a flair for writing and an ability to convey complex information to various audiences, inspiring them to support the Helen Bamber Foundation. They will be comfortable working collaboratively with the other members of the Fundraising & Communications team as well as independently to deliver high quality written work in a timely and organised manner.

Essential

- Experience of Trust and Foundations fundraising, administration and research.
- Demonstrable experience of research and analysis, with the ability to present complex information for a variety of audiences.
- Exceptional organisational skills with experience of managing multiple tasks and prioritizing effectively.
- A hands-on approach and positive can-do attitude.
- Accuracy and excellent attention to detail.
- A good communicator with the ability to build relationships with a variety of stakeholders, internally and externally.
- Excellent interpersonal and team working skills with an ability to work independently as well.
- Excellent writing, copyediting and proofreading skills – fluent in written and spoken English and able to adapt texts for different audiences and purposes.
- Strong verbal communication and presentation skills.
- Computer literate and confident using all MS Office software and databases.
- Understanding of, and commitment to, the objectives of Helen Bamber Foundation.

Please note that the successful candidate will already be able to work in the UK and will be offered the job subject to suitable references and a DBS check. This role will require disclosure of adult and child barring lists. If appointed, you will be required to give your consent to HBF to receive regular updates on your criminal records status throughout your employment.

Please submit an up-to-date CV and a short covering letter outlining how your skills and experience match the listed duties, responsibilities and person specification to Ida Jarsve at jobs@helenbamber.org by 9am on Monday 27th March 2023. First interviews will be held the same week. Please note exceptional candidates may be contacted before the deadline. Candidates must hold permission to work in the United Kingdom.

We particularly welcome applications from those from Black, Asian, Minority-Ethnic, refugee and migrant backgrounds. We regret that we can only respond to applicants who make it to the interview stage. No agencies please.