

JOB DESCRIPTION

JOB DETAILS

Job Title: Senior Grants Fundraiser
Reports to: Development Director / Deputy Chief Executive
Line management responsibility: Grants Fundraiser

Principle working relationships:

UK Programmes Manager	Impact Coordinator
London Development Manager	Head of Finance and team
Schools Programme Manager	Projects Director and team
Marketing & Communications Manager	

PURPOSE OF JOB

The Senior Grants Fundraiser will lead our grants fundraising team to achieve Trees for Cities' mission by increasing income from grant-making trusts, foundations, lottery and government. Trees for Cities is about to launch its Generation Tree strategy and the Senior Grants Fundraiser will play a critical role in leading the grants fundraising to achieve ambitious targets to plant, protect and promote urban trees.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

FUNDRAISING

- Lead the grants fundraising to ensure all targets and agreed objectives are achieved by the development team
- Develop annual grant fundraising plans to ensure a robust pipeline of funders and appropriate resourcing and implementation across the development team
- Cultivate relationships with trusts and foundations to nurture an increasing number of large, multi-year grants and retain a critical overview of progression within a moves management system
- Develop appropriately tailored and targeted applications for five to six-figure applications including clear articulation of outputs, outcomes, beneficiaries, and budgets. Work with managers across the teams to develop applications that are closely aligned to planned projects and work programmes whilst adhering to funding criteria and guidelines

MANAGEMENT

- Line manage the Grants Fundraiser to foster collaborative and effective teamwork. Provide clear oversight and direction, set SMART objectives and ensure these are achieved through constructive management and feedback, provide opportunities for continuous professional development, appropriate delegation of responsibility and accountability, and support through regular 121s and performance development
- Manage everyday issues immediately as they arise, encouraging collegiality and managing timekeeping, sickness, absence, behaviour to ensure effective team work in line with Trees for Cities values
- Ensure robust management of all grant funder relationships using Donorfy CRM database as a prospect management tool. Develop concise, well-written reports and grant claims, as required by the funder, to implement a high standard of stewardship
- Set and monitor grant fundraising KPIs and analyse the results, particularly in relation to cultivating new funders and progression of current funders.

STRATEGY AND FINANCE

- Work with finance team to create clear income and expenditure budgets ensuring full-cost recovery with appropriate allocation of grant funds towards capital costs (e.g. trees, plants, materials), revenue costs (e.g. staffing, training, contractors) and core costs (e.g. management, governance, overheads)
- Develop and implement a strategy for grant fundraising, building on existing funders and analysing impact and effectiveness
- Maintain keen awareness of third sector giving trends and develop strong networks with environmental funders and other stakeholders.

OTHER

Represent the charity at conferences, planting days, and other events as necessary.

Work as a strong member of the development team; we are a high-performing team that works collaboratively and supportively to drive the charity forward.

Attend regular internal meetings including with the Development Director and all teams. Prepare for and attend performance appraisals as required.

PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Extensive grant fundraising experience in a comparable role, ideally with experience closing 5-6 figure grants	x	
Knowledge of the grant fundraising discipline and proven ability to identify, manage and nurture effective grant funder relations	x	
Highly developed interpersonal skills and a confident communicator, both verbally and written; a strong networker	x	
Ability to plan and manage a complex and varied workload including marshalling and motivating key staff	x	
IT literate with working knowledge of Microsoft Word and Excel, CRM databases (we use Donorfy) and finance software (we use iplicit).	x	
Ability to handle sensitive and confidential information in a professional manner	x	
Financially literate with ability to develop and tailor budgets	x	
Able to prioritise and time manage effectively, working to targets and deadlines	x	
A positive and proactive approach, and the ability to cope with flexibility and change	x	
Eligible to work in the UK	x	
Experience of working within the not for profit sector		x
A passionate interest in the environment and desire to fulfil Trees for Cities' mission		x
Experience in line management		x

All employees have a duty under the Health & Safety at Work Act to ensure that their working environment is free of hazards that may prove injurious to themselves, their colleagues, and all those engaged in the charity's activities. Trees for Cities' office is a no-smoking environment; all staff have a responsibility to keep the office clean and welcoming.

Occasional weekend and/or evening work may be required, particularly during the planting season (October to March), for which staff receive time off in lieu (TOIL).

This job description is not exhaustive and is liable to review following discussions with the post holder. The post holder will be expected to undertake any other reasonable duties as requested by his/her manager.

STAFF BENEFITS

- 29 days annual leave plus bank holidays
- 5% contribution to pension scheme
- Company paid cash back healthcare scheme with Simply Health
- Sick pay scheme
- Employee assistance programme
- Training development budget
- One volunteer day per year