



Good Vibrations job description

Grants and Trusts Fundraiser

Reports to: Executive Director

Location: Flexible – working from home

Contract: 0.6 FTE, on one-year contract initially

Salary: £28,000 - £31,000 (pro-rated salary £16,800 – 18,600)

The Grants and Trusts Fundraiser will work with the Executive Director and management team to execute Good Vibrations' strategy for trusts and statutory grants fundraising. The post-holder will take the lead on writing and developing funding bids to a range of grant-givers, research funders and other statutory donors, and be able to oversee multiple bids simultaneously. He/she will build and maintain good relationships with local and regional funding bodies, trustees, staff and facilitators, and will ensure the effective management and monitoring of grant agreements.

Main responsibilities

1. Write high-quality grant applications, delivering a robust programme of trusts and grants fundraising to achieve agreed income targets.
2. Manage and grow a portfolio of grants and trusts prospects, researching public and private sector grant-making organisations, identifying, profiling and prioritising new opportunities for funding.
3. Cultivate and maintain relationships with senior grant managers and foundation trustees, to influence and engage with their organisations and facilitate successful applications.
4. Build and sustain strong relationships with colleagues across the organisation.
5. Develop compelling cases for support, working closely with colleagues to ensure compatibility of objectives.
6. Work closely with colleagues supporting business development to deliver an integrated programme of fundraising activity.
7. Steward effective relationships with funders, overseeing timely reporting and all other communications with them.
8. Oversee the administration of grant contracts and agreements to ensure contractual compliance.
9. Keep abreast of developments in trusts and grants fundraising, recommending improvements to strategic plans as appropriate.
10. Ensure trusts and grants data is kept up to date on Good Vibrations' database.
11. Act as an ambassador for Good Vibrations, contributing to the overall strategy and development of the organisation.
12. Report quarterly on fundraising activity, progress towards agreed KPIs, and bid success.
13. Co-ordinate team fundraising meetings as appropriate.

Additional information

This role has a high degree of flexibility, as we are a national organisation, and the post-holder will be working from home, and can split the 0.6 FTE hours as they wish (within reason). However, the role will involve some travel, so occasional overnight stays away from home will be required.



We will also expect the post-holder to adhere to our organisational policies and procedures, and to have/undergo an Enhanced Disclosure and Barring Service Check, which we can arrange.

Person specification

Essential	Desirable
Training, experience and qualifications	
<p>Track record in trusts and grants fundraising, with experience of securing five-figure gifts and above</p> <p>Good knowledge of the funding landscape for arts, education, and social justice</p> <p>Experience of working with multi-disciplinary teams to develop high-quality funding applications</p> <p>Proficient in the use of the full suite of MS Office</p> <p>Experience of using fundraising research tools</p> <p>Experience of record keeping and information management</p>	<p>Experience of research fundraising for a university or other research organisation</p> <p>Experience of working for a geographically-dispersed or multi-site organisation</p> <p>An established network of relevant contacts in trusts and/or grants fundraising</p> <p>Financial administration experience, including ability to manage complex financial data and spreadsheets</p> <p>Experience of working with a fundraising database or CRM system</p> <p>Experience of working in a small organisation - this is a sole fundraiser role within the charity</p>
Knowledge and skills	
<p>Excellent written, verbal and presentational skills</p> <p>Exceptional attention to detail</p> <p>Strong numerical skills and an ability to work with complex budgets</p> <p>Ability to work efficiently, and well under pressure</p> <p>Ability to absorb large quantities of information and identify salient points with accuracy and speed</p> <p>Strong organisational skills, able to work on multiple tasks and prioritise competing deadlines</p> <p>Ability to build and maintain excellent working relationships with internal and external stakeholders</p> <p>IT proficiency</p> <p>Takes personal responsibility for delivering results effectively and swiftly, and matches resources to business priorities</p> <p>Strong influencing and inter-personal skills</p> <p>Able to handle confidential information and act with discretion at all times</p> <p>Able to work autonomously, managing their workload proactively and efficiently</p> <p>Good team player</p> <p>Meticulous in recording and tracking information</p> <p>Tenacity, stamina and resilience</p>	<p>Ability to instigate and deliver ideas to achieve set goals</p> <p>Knowledge and understanding of the funding issues within the sector</p> <p>General knowledge of other similar organisations in the sector</p> <p>Analytical and problem solving skills</p> <p>Degree-level education or equivalent</p> <p>Knowledge of the UK's major trusts and foundations and their grant-giving criteria</p> <p>Ability to think creatively and strategically</p> <p>Ability to work fast while maintaining accuracy and quality standards</p> <p>An interest in the arts and social justice</p> <p>Ability to influence colleagues of different levels of seniority</p>