



Grants and Individual Giving Fundraising Officer

Job Description

Background:

You will be a highly motivated and experienced Grants and Individual Giving Fundraising Officer with a track record of successfully raising funds. Your role as the main fundraiser will be to maximise income from grants, individual giving and fundraising as part of the charity's strategy to diversify our fundraising income. Reporting to the CEO, you will lead on generating an agreed annual target of new income for the charity. You will have responsibility for researching opportunities, writing funding bids, and increasing income from individual giving by developing our existing pool of donors and creating a compelling case to persuade others to become donors of KCAH.

Specific responsibilities include:

- Identify and research potential grant making organisations and their criteria, analysing their suitability to feed into the grant prospect pipeline to achieve identified targets
- Prepare, write and submit high quality, creative funding applications to grant making organisations
- Ensure that all reporting requirements are met and create reports to be submitted according to agreed schedules and in line with funders' criteria.
- Maintain a timetable of deadlines to ensure grant making organisations receive reports and other correspondence as required
- Maintain regular contact with grant funders and develop good relationships
- Ensure all information relating to each grant is accurate, up to date and well organised
- Work closely with the CEO, finance and operational staff to ensure all grants are correctly used and conditions and targets are met
- Scrutinise project budgets and financial information for applications and for grant reports
- Assist with account management of successful applications
- Maintain accurate records and information about all Trust and Foundation applications and ensure that KCAH's database and records are kept up to date
- Ensure prompt and appropriate acknowledgement of all income generated
- Ensure that all donor communications are handled appropriately, promptly, and courteously and that any complaints and criticisms are logged, investigated, and resolved in accordance with the organisation's systems and procedures
- Lead and directly manage a portfolio of key relationships
- Put in place a supporter journey to increase retention of existing donors and to increase donations with compelling asks for support.

- Create and deliver new supporter acquisition activities to bring new donors to KCAH
- Plan a calendar of communications that engage specific donor and potential donor audiences in partnership with the KCAH Communications Officer
- Ensure all individual donors are thanked promptly and accurate donor records are kept in line with GDPR, exploring the creation of a fundraising section on the KCAH database to achieve this and which will then be developed and maintained

Communication:

- Engage with the wider KCAH team of staff, volunteers and trustees to ensure that the organisation's impact is effectively communicated to funders
- Lead on regular meetings with relevant staff participants expected to attend and contribute to content of funding applications
- Monitor how the collation of qualitative and quantitative data is being gathered to evidence the impact and outcomes agreed for each successful funding bid
- Build relationships with our Funders, Trusts and Foundations, ensuring that they clearly understand both what we do and how we make use of their funds in our work
- Engage with the people supported by KCAH with involved kindness and professionalism
- Attend and participate in team meetings and occasional trustee meetings
- Develop and maintain a professional standard in all communications and service

Other Duties:

- Undertake any other duties as may reasonably be required in this post
- Keep abreast of key fundraising trends and issues and the regulatory environment around fundraising
- Ensure that best practice is adhered to
- Understand, uphold and work within the ethos, aims and objectives of KCAH, adhering to KCAH's policies and procedures at all times.
- Manage personal resources and own professional development
- Develop productive working relationships with colleagues and stakeholders
- Make use of regular supervision and learning opportunities provided

Person Specification

Essential:

Proven ability to secure significant five figure grants
A minimum of 2 years' experience in cultivating, developing and relationship managing a diverse range of income and fundraising channels including Grants and individual giving.
Ability to plan strategically and implement those plans
Demonstrable experience working with grant making organisations and developing a sustainable grant income stream
Demonstrable experience in prospect research, grant application writing, management, evaluation and reporting
An understanding of the UK grant funding market and trends
Demonstrable experience in developing and managing project and bespoke grant budgets
Experience of using grants making database research tools
Experience of using administrative systems and CRM databases
Exceptional organisational skills with experience of managing multiple tasks and prioritising effectively
Demonstrable ability to plan and report on activities
Strong interpersonal and team working skills with an ability to work independently and seize opportunities
Demonstrable ability to work with teams and stakeholders to ensure good shared ownership and 'buy-in'
Demonstrable evidence of excellent communication skills, both written and oral
Self-starter. Highly organised, with an ability to work systematically to targets and deadlines and able to work under pressure
Strong analytical and creative skills
Computer literate and confident in using all MS Office software
Willingness to work flexible, if required, in line with application and reporting deadlines
A good understanding of UK charity funding networks

Personal Attributes and Qualities

- Able to reflect KCAH values in how you conduct yourself at work and with others
- Ambitious, innovative, target driven, self-motivated
- Trustworthy, patient, flexible and a good relationship builder
- Enjoy working as part of a team and independently
- Open to new ways of working, learning new tasks and skills as required
- Committed to building meaningful professional relationships with some of our most generous donors
- Strongly motivated by success and passionate about seizing opportunities as they present themselves
- Respectful of other views and ways of working