

Job Description

Job Title:	Grants Fundraising Manager
Reference:	UK100J37
Salary:	£40,000 (prorated to 3 days per week)
Hours:	3 days per week, permanent
Location:	Virtual but the postholder will be expected to work from the UK100 London office at a minimum of one day per month.

Do you want to work in a committed, skilled and passionate team? Have you been looking for an opportunity to work in a fast-growing organisation and have an impact on climate change?

If so, UK100 may well be for you.

We are looking for an ambitious and energetic Grants Fundraising Manager to help us manage our pipeline of grant funding.

The purpose of this role is to develop and consolidate a portfolio of grant funding partners, managing and nurturing relationships to expand on UK100's existing relationships with funders.

You will work with the team to develop a strong grant fund application pipeline based on UK100's work in 2023 and beyond, and manage the grant application process.

Equality, Diversity and Inclusion: UK100 is actively taking steps towards developing new opportunities for people from an array of backgrounds, ensuring that everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics. UK100 values the voices of each of its employees in order to progress in a collaborative, innovative and well balanced way. The postholder will be expected to echo and support this. This can be found on the UK100 website [here](#).

Key responsibilities:

- Lead, manage and develop a strong grant fund pipeline that secures ongoing financial stability for UK100.
- Identify and prioritise future grant fund opportunities alongside our Grant Development Consultant based on UK100's theory of change
- Develop and write bids and proposals for existing and potential Grant Funders. Collating and submitting all required documents.

- Work with the Chief Operating Officer to develop grant fund targets and budgets.
- Work with internal teams and use UK100 objectives to support development and reporting of grant funding Key Performance Indicators.
- Lead on managing operational relationships with grant making bodies, developing them to become long term partners.
- Collate and submit scheduled reporting to funding partners, working with other members of staff who will lead on provision of content.
- Support and comply with UK100's guidance on branding, tone of voice and key messages, positively contributing towards raising UK100's profile.
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts.

Place in organisational structure:

The post holder will:

- report to the Chief Operating Officer
- manage a Grant Development Consultant where necessary

Key relationships:

Internal: Senior Leadership Team
Production & Project Manager

External: Grant giving bodies
NGOs and partner organisations

Benefits:

- Competitive salary
- 25 days annual leave, (FTE, plus statutory bank holidays)
- An additional 3 days paid leave over Christmas period
- An additional 2 days of paid leave per year to volunteer (FTE)
- Subsidised gym membership
- Enhanced pension offering & access to professional pension advice
- Competitive Parental Leave policies
- Opportunity to request a Sabbatical after 1 year of service
- Company MacBook Air
- Work from home allowance
- UK100 supports flexible working arrangements
- Mental Health first aider

Special Note:

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the post holder.

Compiled: Chief Operating Officer
Date last revised: November 2022

Person Specification

Criteria	
Knowledge	<ul style="list-style-type: none">- Knowledge of climate emergency and related issues- Strong understanding of the grant giving foundation sector
Experience	<ul style="list-style-type: none">- Grant application and bid writing process- Building and maintaining relationships and partnerships with funders- Experience of using a CRM highly beneficial
Skills and abilities	<ul style="list-style-type: none">- Excellent communication skills, verbal and written- Ability to understand and produce complex budgets- Strong relationship management skills- Strategic thinker- Ability to negotiate- Ability to represent the organisation confidently with external stakeholders
Other	<ul style="list-style-type: none">- Committed to the vision of UK100

Closing Date: Tuesday 7th March

For details on how to apply please contact Cristy via: cristy@quarterfive.co.uk

Interviews: Will take place virtually starting week commencing 13th March