

Grants & Trusts Fundraiser – Maternity Cover, Full Time. Fixed 12-month contract, £27-£29k per annum

Job Description

Scotty's Little Soldiers supports children and young people aged 0-25 who have experienced the death of a parent who served in the British Armed Forces of the Crown.

Our help to bereaved service families is delivered through 4 Family Programmes; SMILES, SUPPORT, STRIDES and SPRINGBOARD, which are operated by our Families Team. To support their work, we also have a Supporter Team, who have the responsibility of raising funds and awareness of the charity, and an Operations Team to provide operational support to all team members.

We are looking to recruit maternity cover for our Grants and Trusts Fundraiser role. This is a full-time position for a fixed 12-month period starting in January 2023. The role sits within our Supporter Team and the primary objective is to secure incremental fundraising income by successfully applying for a rolling programme of grants. The position is based at our office in King's Lynn, but there will be some flexibility for home working once established in the role.

To apply for this role, please note that we will require the following:

- A completed Scotty's Little Soldiers application form – [Download our application form here.](#)
- A covering letter detailing why you think you're a good fit for this role
- An up-to-date CV

Either apply through our careers site <https://scottyslittlesoldiers.recruitee.com/>, or directly to team@scottyslittlesoldiers.co.uk

Closing date is Monday 21st November 2022

Job Requirements

In this role you will have overall accountability for:

- Fulfilling the Charity's grants income budget for 2023.
- Managing both existing and new grant awards.
- Managing relationships with external grant providers.

And be responsible for:

- Managing a rolling programme of grant applications throughout the year in line with the charity's budget.
- Working with the wider team to identify the best funding opportunities for our activities and vice-versa.
- Managing all stages of the grant process from application to final reports.
- Create accurate project budgets that will maximise the grant funding available.
- Developing and maintaining relationships with both existing and new funders.
- Sharing progress and successes with the wider team.
- Creating a pipeline of opportunities and providing regular forecasting.
- Providing input to the strategic planning of the Grants and Trusts income stream
- Ensuring all grant funding is correctly inputted and updated on the charity's CRM database.

- Supporting other areas of the charity with administrative duties if required in the event of holidays, illness etc.

Skills, Experience & Culture-Fit

Previous experience of charitable grant applications and management is essential with a proven track record of successful projects.

In addition, successful applicants will also have the following skills:

- Ability to work independently towards agreed priorities and success measures.
- Extreme attention to detail is vital when applying for grant applications.
- Strong numeracy skills and an understanding of project budgeting.
- Highly organised, maintaining up to date progress on the status of all live grant applications & awards.
- Excellent communication skills with the ability to present clear and concise proposals to external funders.
- Willing to challenge colleagues to improve project proposals and build stronger applications.
- Ability to work as part of the wider charity team and assist in other areas when required.
- Strong IT skills are essential, in particular the use of online application forms and main Microsoft Office apps such as Word and Excel.

We're shaping a culture at Scotty's where amazing people can do their best work. We have identified 4 key attributes that we're looking for in new team members:

Energy/Drive

We have an entrepreneurial spirit at Scotty's. We are determined to improve the lives of the children and young people we support and move quickly to make this happen. We're looking for people who share this mindset. We like thinkers, but we love doers!

Team Player

We do things differently at Scotty's; we don't have line managers; we are all accountable to each other. This means that whoever takes on this role will need to recognise the power of collaboration, be comfortable managing their own time and understand the part they play in making the team great.

Conscientious

As a small but growing team, we need team members that really care about the impact of the work they do. We're looking for you to demonstrate your passion and rigour throughout the recruitment process and beyond.

Humble

Our vision is to build a team stronger than the sum of its parts. Acknowledging our weaknesses and learning from our mistakes helps us to grow. If you love the idea of developing your skillset within a supportive environment, then Scotty's could be for you.

Our complete Culture Code can be found here (insert link)