

Grants and Fundraising Lead

Hours – 37.5 a week

Salary – £30,000 pa

Place of Work – Hybrid (Minimum of 2 days a week in the office)

Annual Leave – 25 days plus bank holidays

Benefits: Death in service, season ticket loan

Introduction of Aurora Nexus

Overview

This role will lead the development and successful rollout of Aurora Nexus Fundraising and Engagement strategy, annual plans, generation income and key project work which aim to deliver significant net income growth and increase awareness by maximising local and regional support.

This is a new post within the charity created in response to an emerging need to diversify our income streams. We are seeking to appoint an experienced individual to deliver grant bid writing and to take the lead on the development and implementation of fundraising initiatives to maximise and increase income. The successful post-holder will join and be an integral part of the Management team.

This post will support Aurora Nexus with its grant fundraising activity as an essential income stream for the charity, including managing and monitoring the bidding process to maximise the success rate of applications. The post holder will also monitor and undertake all reporting on funding to others both within and outside the organisation.

Job Description

- To work with the Executive team to secure funding from grants.
- To ensure that a database of funders, opportunities and grant applications is created and maintained to a very high standard.
- To draft grant proposals to the highest standards to meet the requirements of the funder and the organisation in order to ensure successful bids.
- To ensure applications are specifically researched and tailored in each instance, including addressing grant making priorities and /or

requirements as specified by individual trusts, foundations or grant making bodies.

- To carry out appropriate and detailed research in order to identify and apply for grants and funding which meet the needs of the organisation.
- To clearly articulate the needs to be met and the impact achieved through the income from grants.
- To ensure all bids are managed, monitored and evaluated for their duration.
- To ensure that relevant funding deadlines are met in good time.
- To be the leading authority on Fundraising and Engagement activity within the organisation and to be responsible for, devising strategies and pipelines
- To maintain a strong strategic vision of Fundraising and Engagement activity to ensure alignment with the organisation wider strategies, including supporting colleagues to embrace the required changes to achieve long-term benefit and sustainability.
- To ensure the Fundraising and Engagement strategy meets the needs of supporters, including those affected by LD and Autism.
- To devise, develop and deliver the annual Fundraising and Engagement budget, including the longer-term forecasting of income.
- To set up and maintain a grants management database.
- To develop, maintain and update monthly fundraising re-forecasts and engagement statistics.
- To develop and implement marketing strategies and targeted campaigns, and also to plan, develop and ensure the production of multimedia communications, PR and significant materials.
- To take a leading role within the organisation to promote collaborative working to deliver on fundraising and communication potential.
- To provide expert advice on fundraising theory and operational delivery to colleagues, volunteers and supporters, as required.
- To ensure colleagues are 'fundraising focused', opportunities are spotted, and potential exploited for the wider benefit of the organisation and The People We Support
- Source and nurture all major donors in order to build and maintain the relationships necessary to deliver on fundraising targets.

The above description is not intended to be exhaustive, rather to be indicative of the main requirements and responsibilities of the post. It may be amended from time to time and usually after consultation with the post holder. Any changes will be agreed in conjunction with the line manager.

Experience and qualifications required

Requirement	Criteria
Demonstrable experience of developing and implementing strategic Communication and Fundraising plans	Essential
Demonstrate ability to develop relationships with partners, Trusts and other Grant-making bodies	Essential
Experience of researching Trust and Grant funding opportunities	Essential
Experience of commissioning/securing funds from statutory bodies	Desirable
Demonstrable experience of at least two of the following fundraising disciplines: community, corporate, major donor, events, trusts	Essential
Knowledge and understanding of the wider voluntary and community sector, with a particular emphasis towards Learning Disabilities and Autism	Desirable
Excellent communication and presentation skills required to build relationships with potential funders	Essential
The ability to remain motivated and resilient and inspire high levels of motivation in others	Essential
Good project management skills	Essential
Driven to reach objectives and meet deadlines	Essential
Able to make critical decisions	Essential
Good time management and planning	Essential
Be willing to work flexibly and to be available outside of regular working hours	Essential
Self-Starter and work on own initiative	Essential
Strong understanding of the UK/EU grants funding landscape and the grants application process.	Essential
High literacy and proficiency in verbal and written communication.	Essential

Eligibility

To be successful for this role you will need to have the full right to work in the UK with no restrictions, please note we do not offer sponsorship.

Due to the role a basic a DBS will be carried out to ensure that you are suitable for the role and all necessary mandatory training will be provided.

