



Job Description

Role:	Grants Fundraiser
Reporting to:	Fundraising and Communications Manager
Direct reports:	None
Budget responsibility:	None
Location:	St Pauls, Bristol

Job purpose: To raise income from Trusts and Foundations so that One25 can deliver high quality services to vulnerable women.

Job accountabilities:

- Develop One25's grant income from Trusts and Foundations growing income in accordance with agreed targets and priorities.
- Research opportunities, prepare grant applications, host visits and develop relationships with key grant funders to assess and meet both their individual and collective needs and foster ongoing support.
- Develop One25's case for support, by gathering information from frontline staff and SMT and supporting development of One25's outcome framework to provide a clear evidence base for both reporting to existing funders and making the case to new funders.
- Research, apply and gain awards to build One25's reputation and promote increased grant income.
- Capture and analyse One25's Trust and Foundation application information to ensure timely data is available to inform ongoing delivery of the grant programme, income forecasting and Income Generation Strategy development.
- Assist the Operations Manager to identify potential contract / commissioning opportunities and apply for them.
- Support team communications work through contributing to social media, website, supporters letter and wider work as required.
- Support other fundraising and communications (FR&Comms) team members and volunteers as required to achieve team objectives, in particular working with the Donor Fundraiser to create a seamless approach and avoid duplication.
- Input into the planning of fundraising and communications strategies.

Measures for the role:

- Number of applications, success rates, and income raised.
- Positive feedback from funders.
- Development of impact outcomes monitoring and analysis.
- Case for support in place and disseminated so that there is a clear One25 message.
- Positive feedback from other members of the FR&Comms team and wider staff.

Any other responsibilities

- Undertake any other tasks that may be requested, commensurate with the nature and level of the post and as may be required by the FCM
- To work outside of office hours at manager's request.

Person Specification

	Essential	Desirable
Qualifications	Educated to A level or equivalent GCSE Maths and English	Degree level education
Knowledge	Working knowledge of charitable financial accounts and understanding of the difference between restricted and unrestricted income Good understanding of GDPR, data protection, boundaries and confidentiality	Knowledge of One25 and needs/issues of the service users Understanding of the voluntary sector
Skills	Excellent communication skills: able to generate enthusiasm and motivate others; to connect with people from all walks of life, backgrounds and cultures; and to develop and maintain relationships both within One25 and externally Able to communicate effectively with people at all levels through written communications and reports	Writing content for social media and websites Design skills for creating content across media (e.g. online, print, presentations) Video content creation skills Networking and public speaking

	<p>Ability to plan, organise and deliver work to meet individual, team and organisational objectives and deadlines</p> <p>Ability to use IT systems including proficient user of Microsoft Office (or equivalent package), with a good knowledge of Word and basic knowledge of Excel and PowerPoint</p> <p>Good research skills with experience of identifying quality potential grants</p> <p>Good numeracy and analytical skills</p> <p>Proven ability to research online and offline and to précis information into key details</p>	
Experience	<p>Experience in an equivalent role</p> <p>Proven track record of securing multiple five figure grants from trusts and foundations</p> <p>Experience of creative writing proposals combined with the ability to demonstrate clear outcomes and impact</p> <p>Proven experience of effectively managing relationships with funders and/or external customers</p>	<p>Relevant fundraising experience in a similar role</p> <p>Experience of using a database e.g. Civi CRM, Raisers Edge, Access</p>
Competencies/ Behaviours	<p>Excellent attention to detail and proofreading skills</p> <p><u>Requirements for all One25 staff</u></p> <p>Continually seeks to improve performance organisationally and personally</p>	

	<p>Ability to form and maintain good working relationships with colleagues</p> <p>Works well under pressure and plans, organises and manages workload to meet objectives and deadlines</p> <p>Ability to be an ambassador for One25 externally and across internal teams</p> <p>A willingness to get the job done</p> <p>Promotes effective team working and supports team work across immediate and wider One25 teams</p> <p>To operate in line with One25's core competencies and values:</p> <p>Core values:</p> <ul style="list-style-type: none"> • Person-centred • Justice • Unconditional love • Non-judgemental <p>Core behavioural competencies:</p> <ul style="list-style-type: none"> • Working with Others • Communicating • Organisational awareness • Learning and growth • Planning and delivery of work • Motivational leadership <p>Able to actively demonstrate and communicate a willingness to work within and support the clear and inclusive Christian ethos</p>	
Other	Able to work occasional evenings and weekends	