**GRANTS FUNDRAISING MANAGER**

**Salary** £33,000 per annum (full time equivalent)

**Hours** 37 hours per week(part-time/flexible working considered)

**Responsible to** Head of Fundraising

**Direct reports** 1 (p/t Fundraiser) plus volunteers as appropriate

**Base** Bristol or Taunton (plus hybrid home working possible)

**Pension** 5% employer contribution

**Annual leave** 27 days plus bank holidays (pro rata)

This is a permanent contract.

At SARSAS we strive to create a workplace that reflect the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We want to build an inclusive culture that encourages, supports, and celebrates diverse voices. We actively encourage applicants with protected characteristics to apply.

**We are currently seeking an exceptional Grants Fundraising Manager to lead our efforts to secure income from grants** **(including trusts, foundations, government and lottery grants) to enable** **SARSAS to continue to provide support to those impacted by rape and sexual abuse.** **This new role will be vital to achieving our exciting plans to grow our impact and improve our financial sustainability.**

**About You**

You are creative and confident, an experienced and ambitious fundraising professional, who is target driven and has an ability to recognise new opportunities and develop existing relationships. You have proven ability to seek out and secure funding.

You are pro-active and engaging and enjoy communicating service impact. You can adapt your excellent communication and presentation style to suit a variety of audiences. You have excellent writing skills, an ability to assimilate complex information, and a keen eye for detail. You are ambitious, resilient, and driven, able to find creative solutions and maximise funding opportunities for our cause.

You are a team player and enjoy working in a thriving, dynamic and supportive environment. You have a passion for social justice and the work of SARSAS.

**About SARSAS**

SARSAS exists to relieve the trauma and distress and help rebuild the lives of survivors who live in Somerset, Bristol, South Gloucestershire, North Somerset and BANES, who have experienced any form of sexual violence, at any point in their lives. We campaign and educate to raise awareness and bring an end sexual violence. Partnership work with a variety of agencies locally and nationally is a priority to enable social change.

Our work is guided by a trauma-informed approach which understands how traumatic experiences can impact on survivors and keeps an awareness of the effects of trauma at the forefront of our approach to support.

**Job Summary**

The key focus of the role is:

* Responsibility for the whole grant proposal cycle, managing and maximising an extensive warm portfolio of donors, seeking to extend their support wherever possible through excellent relationship management.
* Exploring and securing new grant opportunities with an emphasis where possible on multi-year funding.

**Main Duties and Responsibilities**

* Lead on SARSAS’s grant fundraising (including trusts, foundations, government, and lottery grants) as set out in our fundraising strategy, meeting our ambitious targets for funding.
* Work alongside the Head of Fundraising and Head of Finance to set annual income targets and report against these on a regular basis.
* Research new (and existing) opportunities: looking at fit, size and timelines.
* Cultivate and maintain an active pipeline of funding opportunities.
* Research, prepare and create original, compelling proposals, skilfully matching projects to funder priorities and objectives.
* Manage the portfolio of grant funders including the development of creative and exciting stewardship plans to enhance the long-term relationship between SARSAS and our funders.
* Prepare, compile, and create inspiring impact reports to funders in a timely manner, working with the Head of Operations and programme managers to interpret and present monitoring data and evidence of impact, specific to grant agreements.
* Maintain excellent knowledge of grant giving bodies, the charity sector and trends, identifying and capitalising on relevant opportunities for SARSAS.
* Develop and maintain robust processes, practices, and systems to ensure SARSAS’s work to secure, manage, and report on grants is efficient and effective.
* Work with our Comms Team to ensure that SARSAS’s communications and marketing enhance our efforts to secure income from funders.
* Ensure that our approach to securing and managing grants reflects SARSAS’s values, including finding suitable ways for survivors/lived experience experts to participate in the work as appropriate.
* Line manage and motivate members of the fundraising team including a part-time Fundraiser and volunteers as appropriate.
* Attend networking events and meetings with potential donors being a proud advocate for the work of SARSAS (may require travel).
* Support SARSAS’s use of the CRM (Donorfy) and ensure the compliance of fundraising data.
* Support the Head of Fundraising to promote the importance of fundraising across the organisation, supporting fundraising inductions and shadowing for other members of staff and presenting in all team meetings.
* Engage in any other development activities, and wider charity activities, that will help further the organisation’s objectives.

**General responsibilities of all SARSAS staff**

* Be a strong team player – supporting colleagues, promoting the ethos and values of SARSAS, seeking opportunities to share knowledge and ideas.
* Undertake any other duties commensurate with the role including out-of-hours working as required, for which TOIL will be given.
* Ensure that all work is carried out in line with SARSAS policies and procedures and Rape Crisis England & Wales (RCEW) National Service Standards.
* Attend all training, whether statutory or non-statutory, as required.
* Participate in annual development and review processes.
* Actively participate in the risk assessment, management of risk process, and all aspects of Health and Safety.
* Contribute to the ongoing development of the organisation by helping to improve systems and procedures.

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| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **Training & qualifications** | * Commitment to professional development, willing to undertake training necessary for the role. | * Membership of the Chartered Institute of Fundraising * Diploma in Fundraising or Advanced Diploma in Fundraising |
| **Experience** | * Successful track record of securing income from charitable trusts, foundations, government, and lottery grants. * Evidence of securing and managing five and six figure grants. * Experience of managing external relationships. * Proven track record of working towards and achieving income targets. * Experience of managing or using a CRM system for fundraising | * Good knowledge of the sexual violence and voluntary sector * Experience of developing strategies for trust fundraising * Experience of line management * Working knowledge of Donorfy |
| **Knowledge & Skills** | * Outstanding written and oral presentation skills with the ability to produce clear, inspiring, persuasive reports, presentations, and bids * Relationship building skills, able to build   effective partnership with funders and across SARSAS   * Able to research, assimilate and present information appropriate to different audiences   Outstanding attention to detail with a  consistent commitment to high quality   * Knowledge of the charitable trust and foundation fundraising environment. * Strategic and analytical thinker, able to draw upon themes, priorities and salient points from complex information and data. * Knowledge of monitoring and evaluating   projects for donors.   * Financial and budgeting skills, able to   prepare and present financial information   * Understanding of GDPR and best practice in relation to fundraising | * Understanding of the work of SARSAS and the impact of the trauma of sexual abuse |
| **Personal** | * A sensitive approach to working within a specialist service of this nature * Ability to create and respond quickly and flexibly to new opportunities * Ability to work independently and collaboratively, and in a planned and organised way * Creative, flexible and curious * Highly organised, able to manage and work * to multiple deadlines. * The attitude, drive and resilience to lead, motivate and inspire others * A focus on continuous improvement with the ability to lead change where necessary * Commitment to own wellbeing and able to source support or ask for assistance * Commitment to continuing own professional development * Good IT skills and experience of using Excel, Word and Outlook * Commitment to SARSAS’s values and keeping the service user experience and voice at the heart of all work |  |