



## JOB DESCRIPTION

### SENIOR GRANT FUNDRAISING MANAGER

<b>Reports to:</b>	Fundraising Director
<b>Line reports:</b>	Grants Manager, Senior Fundraising Coordinator
<b>Location:</b>	Based at Trees for Cities office in Brixton, SW9 (hybrid working arrangements offered)
<b>Salary:</b>	£47,000-£50,000 per annum (depending on experience)
<b>Working hours:</b>	Full-time, 35 hours per week. Permanent contract.

### PURPOSE OF JOB

The Senior Grant Fundraising Manager is responsible for leading Trees for Cities' grant fundraising, generating and managing >£2M per year from central government, lotteries, trusts and foundations to support the implementation of our strategy.

The Senior Grant Fundraising Manager is responsible for generating grants to support costs of delivering all work programmes and leading efficient and effective grant fundraising operations. This involves managing and growing a portfolio of grant funders with the ability to give >£100,000 per annum.

The Senior Grant Fundraising Manager works across teams to develop compelling applications and information tailored to meeting the needs of funders, developing strong relationships with funding partners and securing income to achieve our ambitious goals.

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES

#### Fundraising (50%)

- Lead the grants fundraising team to ensure all targets and agreed objectives are achieved in line with the annual business and finance plans.
- Cultivate strong relationships with funders (government, lottery, trust & foundation) to drive an increasing number of high value (>£100,000 with a focus on >£250,000 per annum), multi-year grants.
- Develop appropriately tailored and targeted applications for >£100,000 per annum with clear articulation of outputs, outcomes, beneficiaries, and budgets. Work with colleagues across the organisation to develop projects and applications that are aligned to programmes and strategy whilst adhering to funding criteria and guidelines.
- Develop and manage a robust pipeline of funders and retain a critical overview of progression within a CRM management system. Ensure robust management of all grants and funders using our CRM database as a prospect management tool and

Salesforce as an impact database.

- Share highlights, successes, key trends, and learnings from funder feedback and sector networking with internal stakeholders for their use externally.
- Conduct ethical funding evaluations on funders and relevant partners.

### **Grant Management and Reporting (20%)**

- Oversee the effective stewardship and management of grants to ensure funding requirements, expectations, and timelines are captured, tracked and delivered, including ensuring project delivery complies with the requirements of funder policies and grant agreements, escalating issues when needed.
- Deliver high-quality, engaging reports (including compelling narrative, photos and financial information) to funders in line with agreements, working to build trust, interest, and affinity with Trees for Cities.

### **Management and Team (20%)**

- Lead by example as a strong member of the Fundraising team. We are a high-performing team that works collaboratively and supportively to drive the charity forward.
- Line manage the Senior Fundraising Coordinator and Grants Manager to foster collaborative and effective teamwork. Provide clear oversight and direction, set SMART objectives and ensure these are achieved through constructive management and feedback, provide opportunities for continuous professional development, appropriate delegation of responsibility and accountability, and support through regular 121s and performance development.
- Attend regular internal meetings, including with the Fundraising Director and relevant teams. Prepare for and attend performance appraisals as required.

### **Finance, Business Planning and Strategy (10%)**

- Work closely with the Fundraising Director to develop annual operational plans for grants fundraising to ensure a robust pipeline of funders and appropriate resourcing and implementation across the team.
- Work closely with the Fundraising Director to develop and monitor grants fundraising KPIs and analyse the results on impact and effectiveness, particularly in relation to progress against income targets, cultivating new funder and progression and retention of current funder. Report on progress against quarterly operational plan targets and provide narrative updates as needed for senior staff and trustees.
- Work with Finance and delivery teams to ensure accurate income and expenditure tracking. Where needed, liaise with relevant teams and Finance Operations Committee to re-forecast on a quarterly basis.
- Work with Finance and Fundraising Team to manage funding payments (invoices and allocations).
- Liaise with Finance and Fundraising Teams to ensure full-cost recovery across grants,

implementing best practice.

- Maintain keen awareness of third sector giving trends and develop strong networks with environmental funders and other stakeholders.
- Represent the charity at conferences, planting days, and other events as necessary.

As part of working for Trees for Cities, you will also be expected to join ad hoc planting and maintenance events, including at least 3 of our weekend community planting events during the planting season, which runs from October until March. Staff will receive time off in lieu (TOIL) for occasional weekend and/or evening work.

## PERSON SPECIFICATION

Skills, Knowledge and Experience Required	Essential	Desirable
Extensive grant fundraising experience (minimum 2 years) with proven track record of securing and managing 6-7 figure funding partnerships with government, trusts, foundations, and/or lotteries, ideally in an organisation of comparable scale	X	
Experience of developing funded proposals in line with strategy, including co-creation of programmes, and narrative and financial reports for grant funders	X	
Experience of managing a grant portfolio of <£2M	X	
Highly developed interpersonal and communication skills, with the ability to build collaborative relationships	X	
Strong organisational skills with the ability to plan and manage a complex and varied workload including motivating colleagues	X	
Experience of team and line management with high achievement through positive motivation and inspiration	X	
Strong financial and IT literacy and experience with complex grant budgets	X	
A passionate interest in the environment and desire to fulfil Trees for Cities' mission	X	
Experience with MEL including logframes and impact metrics		X

All employees have a duty under the Health & Safety at Work Act to ensure that their working environment is free of hazards that may prove injurious to themselves, their colleagues, and all those engaged in the charity's activities.

## STAFF BENEFITS

- 29 days annual leave in addition to public holidays
- Annual half day birthday leave
- Pension: Employees are required to make a minimum 3% contribution with Trees for Cities' making an enhanced 5% employer's contribution. Trees for Cities also offers the option to match additional contributions up to a further 2%.
- Parental Leave: Enhanced Maternity and Paternity Pay
- Enhanced Occupational Sick Pay: 3 days full pay during probationary period which increases to 10 days full pay after successful completion of probation (pro rata for part time staff and staff on fixed term contracts)
- Company Paid Healthcare with Simply Health
- Staff Socials (annual Staff Appreciation Day and End of Year Celebration)

Once salaried employees (permanent or fixed term) have successfully completed their probationary period, they are entitled to the following additional benefits:

- Professional development training budget
- Moving day allowance (up to one day per year in addition to their annual leave entitlement)
- Cycle to Work Scheme
- Employee Volunteering Day (one day)
- Career breaks in addition to annual leave linked to length of service.

Please note we are unable to provide visa sponsorship for this role, you must therefore have a valid right to work in the UK to apply to this role.

Trees for Cities is committed to the principles of equal opportunity. We value diversity and are committed to promoting diversity within the workplace. We aim to ensure that our employees achieve their full potential and that all employment decisions, including recruitment, are taken without reference to irrelevant or discriminatory criteria. A full copy of our Equal Opportunities Policy can be provided on request.