

Job Description

JOB TITLE – Grants Assistant

Reports To: Grant Writer

Budget Responsibilities: none

Location: Office based in Reading

Purpose of the job

To develop and manage a portfolio of funders including trusts, foundations and community organisations, delivering an income stream through successful grant applications.

Description of the job activities

Key areas of responsibility:

- To lead on making funding applications of up to approximately £5,000 each, to trusts, foundations and community organisations.
- To focus on relationship building, cultivation and stewardship of funders.
- To manage an existing portfolio of funders and grow this through effective prospect research.
- To act as an ambassador for Berkshire Vision, developing a good level of knowledge of our beneficiaries, services and impact, and being able to communicate this to different audiences.

Activities and tasks

- Use current resources and techniques to research and identify high quality prospects.
- Cultivate new and existing funders through a stewardship approach.
- Prepare and submit successful high quality grant applications.
- Work closely with the Grant Writer and other departments to carry out any necessary data gathering to support relationship building and funding applications.
- Liaise with other staff to ensure funder requirements are understood and met.
- Monitor grant outcomes and provide accurate and timely reports to funders in line with their terms and conditions.
- Meet with funders and attend events where necessary
- Keep up to date with relevant research and best practice around prospect research, relationship building and funding applications.
- Complete role-related admin e.g. updating inhouse systems.
- Take on other duties as commensurate with this post as directed by the Grant Writer.

Internal and external relationships

- Frequent liaison with trusts, foundations and community organisations.
- Collaboration with others in the department/organisation on a regular basis.

Other

- Be responsible for own continuing development, keeping up to date with best practice, policies and procedures.
- Deal with all issues in a professional manner keeping confidences where appropriate and always being mindful of data protection implications.

- Always be an effective representative for the organisation and act in a professional manner conducive to promoting a positive image of the charity.

Working Environment

- Work under office conditions with extensive use of a display screen.
- Pattern of work: 10 hours over 2-3 days per week with possible occasional evening or weekend working to meet deadlines or attend events for which time off in lieu will be given.
- Travelling across Berkshire on occasion visiting local funders or Berkshire Vision services.

The above is a general description of the work to be carried out and not an exhaustive list. The role holder is also required to perform all reasonably assigned duties.

Person Specification

	Essential	Desirable
Qualifications	• Educated to GCSE in English grade C or above, or equivalent.	
Knowledge & Experience	• Identifying and gathering relevant information from a variety of sources. • Writing documents and completing forms to a high quality. • Building positive relationships with a range of stakeholders. • Using CRM systems to capture and manage information. • Managing multiple projects with fixed deadlines. • Ability to travel throughout Berkshire. • A willingness to work flexibly.	• Experience of the charity sector • Experience of visual impairment (lived and/or professional) • Track record of securing income from grants or similar. • Understanding of the funding cycle, from prospect research, through to relationship stewardship and reporting. • Managing a pipeline of multiple funders and donors.
Skills & Abilities	• Working knowledge of Microsoft Office applications including Word and Outlook • Excellent project management skills • Strong communication skills both written and oral • Excellent attention to detail	
Personal Qualities	• Approachable • Reliable • Self motivated • Good team player • Ability to work autonomously • Ability to work well under pressure	

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