



Trusts and Grants Manager

Reports to	Head of Fundraising
Hours	37.5 hours per week
Salary	£34,232-£40,651 (Band F)
Contract	Permanent
Location	Bristol, London or home working (with occasional travel across UK)
Benefits	A generous package including 25 days holiday per year plus public holidays, employee pension scheme with 4% employer contribution, Cycle2Workwork scheme, 365 days a year Employee Assistance Programme

Who are we?

We are SafeLives, the UK-wide charity dedicated to ending domestic abuse, for everyone and for good.

We work with organisations across the UK to transform the response to domestic abuse. We want what you would want for your best friend. We listen to survivors, putting their voices at the heart of our thinking. We look at the whole picture for each individual and family to get the right help at the right time to make families everywhere safe and well. And we challenge perpetrators to change, asking 'why doesn't he stop?' rather than 'why doesn't she leave?' This applies whatever the gender of the victim or perpetrator and whatever the nature of their relationship.

Last year alone, nearly 13,500 professionals received our training. Over 70,000 adults at risk of serious harm or murder and more than 85,000 children received support through dedicated multi-agency support designed by us and delivered with partners. In the last four years, over 2,000 perpetrators have been challenged and supported to change by interventions we created with partners, and that's just the start.

Together we can end domestic abuse. For everyone. For good.

Purpose

As a new Trusts and Grants Manager you will be a key member of the Fundraising Team, helping SafeLives achieve ambitious fundraising targets to help deliver our Whole Picture strategy. You will be responsible for identifying and developing new relationships with prospective funders (both philanthropic and statutory) and providing brilliant stewardship to all of our current funders. You will work closely with colleagues across the organisation, including the Practice, Innovation, Research, Public Affairs and Scotland Teams and our wider network of Pioneers, experts by experience who work with us to drive positive change, to shape funding bids, represent the funder's objectives and report on outcomes and impact.

The Fundraising Team takes an innovative and flexible approach to securing income, thinking beyond restricted and unrestricted asks to consider other approaches, such as partnerships and collaborations. We are responsible for achieving annual and multi-year income targets which currently bring in between £1.2 and £1.8 million pa. We have always focused on large grant-making trusts and foundations, Lottery funds and major donors, and we also lead funding bids for statutory grant opportunities for Westminster, Scotland and Wales. In the last three years, we have broadened our donor base to appeal to individual donors, community fundraisers and companies.

SafeLives values are to be brave, human and rigorous. You will need to be able to work to these values as part of the team. The Fundraising Team seek opportunities in our work to makes sure projects are

fully inclusive and align with the principles set out in SafeLives's EEDI Plan and funders' own diversity and inclusion objectives.

Position context

The Fundraising Team

We have a London office and a Bristol office. Our Head of Fundraising is a job share. One is London based 3 days per week, and the other is Bristol based 3 days per week. Our Trusts and Grants Manager (Senior) is London based and we have an existing Trusts and Grants Manager who is Bristol based. This role could be based in either office, and home / hybrid working will also be possible. If Bristol or home based, travel to London would be expected, as many of our donor meetings and events would be held there.

Responsibilities

1 Researching and writing successful funding bids to new and existing funders

- Increase the prospect list by identifying potential new funders from a variety of sources, developing an understanding of their giving objectives, funding streams and key people and preparing action plans to cultivate new relationships
- Working closely with our Public Affairs team, develop and maintain a vigilance about spotting and responding to UK Government and other external funding opportunities, to bring new opportunities to SafeLives
- Work closely with the Senior Leadership Team and Heads of Teams to shape a compelling bid and take responsibility for preparing and submitting compelling application documents to deadlines
- Work with the Authentic Voice team and follow their processes to engage, support and thank survivors and Pioneers in the process of developing new projects and funding applications
- Writing high-quality funding applications for single and multi-year grants valued at £20k - £1 million that support the delivery of SafeLives's strategy, working closely with colleagues to sharpen the case for support and show clearly how this aligns with the funder's interests
- Holding the relationship with funders through the application and any subsequent grant process, ensuring their giving interests and objectives are represented in internal work
- Support the Fundraising Team by sharing ideas and comments on funding bids led by others

2 Provide excellent stewardship to funders

- Prepare timely and compelling progress reports for funders, working closely with the Fundraising Team, department heads, project and finance staff to gather information
- Develop and strengthen relationships with funders through professional account management, communicating the impact of their support through phone calls, emails, meetings and general updates and invitations to events, involving the CEO and other colleagues as appropriate
- Monitor income from funders and report against key performance indicators as required by the Head of Fundraising

3 Maintain accurate funder records

- Ensure accurate records are kept for each funder (successful and unsuccessful), filing applications, grant agreements, reports and other communications

- Maintain the fundraising pipeline spreadsheet and liaise with the Finance Team to ensure grants have been received and are allocated/restricted as appropriate
- Enter dates into the reporting calendar and ensure colleagues are aware of their responsibilities and deadlines
- Ensure colleagues, especially in Finance and Communications, know how grants must be acknowledged and whether confidentiality is required

4 Team and organisational working

- Develop a comprehensive knowledge of the organisation, its work, the wider domestic abuse sector and related issues, including by taking an active part in Strategic Priority Groups and other internal project groups
- Support the Head of Fundraising to identify and pursue new fundraising opportunities and a more diverse fundraising programme
- Assist colleagues with the research and preparation of larger applications and project specific proposals, as required
- Work with the wider External Relations team in a collaborative way
- Build strong and effective relationships with the SafeLives' teams in London and Bristol offices, and with regionally based staff
- Identify creative ways to engage teams across the organisation to recognise their role in fundraising

Other responsibilities relevant to all posts at SafeLives:

- Maintain an accurate and secure audit trail of all relevant communication and ensure that all work is compliant with data protection law.
- To engage in a constructive and effective way with all survivors of abuse, through calls to the office, Pioneer interaction, colleagues and any other interaction we have in our day to day work
- Undertake any other duties as may reasonably be required.
- Takes responsibility for promoting and safeguarding the welfare of the children and/or adults at Risk and/or survivors of domestic abuse that they are responsible for, or comes into contact with in line with the SafeLives Safeguarding policies.

Person specification

Qualifications

Educated to degree level or equivalent.

SKILLS AND EXPERIENCE

Essential

1. Proven experience of effectively managing relationships with funders, external customers, or equivalent account management experience.
2. Experience of successfully applying for six figure grants from both statutory and philanthropic funders, and providing excellent stewardship once the grant has been awarded.
3. Experience of working in a target driven environment, and proven success of meeting targets.
4. A very high standard of written English and close attention to detail.

5. Excellent interpersonal skills. Able to communicate with a wide range of people both internally and externally in person, by phone and email.
6. Numerate with demonstrable experience of understanding, analysing and managing financial information.
7. Analytical and methodical with excellent comprehension skills. Able to process complex information and ensure suitability for different target audiences. Being able to respond to differing funder needs and priorities.
8. Ability to plan, prioritise, use own initiative and meet multiple deadlines.
9. Strong research skills. Ability to identify trusts / foundations / statutory funders and match their interests closely with SafeLives' aims.
10. A strong team player, able to work collaboratively with colleagues at all levels.
11. Sound IT skills in MS Office and experience of using databases.
12. A passion for working to improve the lives of people living with domestic and other forms of abuse.

Desirable

1. Knowledge of other fundraising disciplines (individuals/corporates).
2. Knowledge/experience of the domestic abuse, wider VAWG or related sector.

Competencies

Team work and collaboration

- Works effectively as part of a team to deliver shared objectives and to build team spirit
- Supports colleagues in demanding situations, recognises the importance of well-being in self and others, accepts help and support from other team members
- Listens to the views of others
- Communication and relationship management
- Builds and maintains good relationships with a range of internal and external stakeholders
- Speaks and writes clearly and effectively and in a timely manner to both internal and external audiences
- Tailors communication to suit the audience

Organisational and strategic awareness

- Has a level of awareness/expertise about domestic abuse and related issues that is appropriate to the role
- Understands and can describe SafeLives' strategic priorities
- Understands how personal and team objectives are aligned to team and SafeLives objectives

Delivering quality

- Achieves objectives ensuring work is delivered to deadline, to a high standard and to budget
- Takes responsibility for own workload, acts on own initiative, seeks feedback from others, evaluates own performance and then acts upon it
- Tries out new ideas and ways of working and identifies and shares learning

Brave

- Inspires confidence and trust in others – demonstrating high standards of integrity, honesty and fairness
- Is committed to empowering others to be the best that they can and actively engages the knowledge, ideas and contributions of others
- Is visible and approachable, taking time to talk to colleagues and support with queries

FLEXIBILITY

The job description is a general outline of the job duties and responsibilities and may be amended as SafeLives develops. The post holder may be required to undertake other duties as may reasonably be required.