

SCOTTY'S LITTLE SOLDIERS

Grants & Trusts Manager

Reporting to: Chief Executive

Based: Office, King's Lynn, Norfolk

Salary: £28,000 p.a. plus performance related bonus (up to £32k)

Introduction.

This role is a permanent full-time position for the role of Grants & Trusts Manager at the charity Scotty's Little Soldiers. The position reports directly to the Chief Executive and is office based.

Summary.

The Grants & Trusts Manager is responsible for developing and maintaining a rolling programme of income sourced through grant applications.

The primary objective of the role is to secure incremental fundraising income by successfully applying for a rolling programme of grants. The role will require;

- Developing, implementing and managing an overall strategy for Grants & Trusts Fundraising at Scotty's Little Soldiers.
- Researching suitable grant opportunities which have a strong fit with the charity's activities and therefore present a high probability of success.
- Managing a rolling programme of grant applications throughout the year in line with targets set by the charity's Senior Management Team (SMT).
- Working with the SMT and the Members (beneficiaries) Team to ensure applications are tailored to the plans of the charity.
- Providing the required feedback and impact reports to funders of successful applications.

Skills and Experience.

The successful applicant will need to exhibit the following skills and experiences:

- Ability to work independently towards agreed objectives and targets.
- Extreme attention to detail is vital when applying for grant applications.
- Highly organised, maintaining up to date progress on the status of all live grant applications & awards at all times.
- Previous experience of grant applications and management is essential with a proven track record of successful projects.
- Excellent communication skills with the ability to present clear and concise proposals to external funders.
- Able to work as part of the wider charity team and help out in other areas when required.
- Strong IT skills are essential, in particular the use of online application forms and main Microsoft Office apps such as Word and Excel.