



Job Description

Job Title: Grants Officer

Reports To: Business & Finance Manager

Part-time: 18.5 hours per week

Location: Business Support hub or Hadden Street office in Aberdeen

Salary: £23,816-£26,363 Grade AP4 (pro-rated part time equivalent)

Term: Part-time and Fixed term for 12 months

Job Purpose

ADA provides specialist services which aim to reduce harms and promote the recovery of individuals and families affected by alcohol & drugs in the North East of Scotland.

The Grants Officer will take a lead role in implementing the funding strategy to ensure that all opportunities for approaching trusts, foundations and statutory sources are maximized.

The successful candidate will also be responsible for key tasks in the application and procurement process and support the Chief Executive and Business & Finance Manager as required. The role will be required to build relationships with, and have experience in, and a proven track record of, raising funds from charitable trusts, foundations and other funding bodies within a wide range of funding levels.

Within this role, the post-holder will:

- Produce an annual operational plan with clear aims and objectives which refer to explicit targets and in keeping with the operational and funding strategy.
- Produce clear indicators of performance in relation to qualitative and quantitative aspects of the post.
- Provide regular updates for Board and Senior Management Team (SMT) meetings to review the post holder's performance.



Key Responsibilities and Duties

Working closely with the Chief Executive and Business & Finance Manager, the post holder will have responsibility for the following areas:

- Implement the fundraising strategy working alongside the Chief Executive and Business & Finance Manager to maximize income from grant-making trusts, foundations, statutory bodies and other relevant sources.
- Develop and maintain a fundraising pipeline, research and apply to new trusts, foundations and statutory sources.
- Research and implement a rolling programme of specific grant applications deadlines, submissions and relevant criteria information.
- Maintain an up to date record of all applications and correspondence.
- Manage relationships and write reports for trusts, foundations, statutory funders and support other report writing when required.
- Monitor grant targets, income and expenditure to assist with reporting back to funders.
- Develop materials that powerfully communicate the impact of funding through liaison with the internal organization to build a portfolio of funding requirements, including identifying the most compelling case studies.
- Maintain appropriate information resources and ensure that these are used to maximise communications with supporters.
- In conjunction with the SMT engage with existing and potential stakeholders and supporters to develop opportunities for joint working and corporate social responsibility.
- Develop and maintain a range of appropriate fundraising policies and procedures that demonstrate best practice and adhere to the Institute of Fundraising's Codes of Practice and those of the Fundraising Standards Board.
- Any other duties as required by the Business & Finance Manager.

General

- Prioritise work to ensure key deliverables are being met.
- Proactively contribute to reviewing and improving systems and procedures in place.
- Support the development of the fundraising function throughout the wider team.



- Undertake other duties, commensurate with the post, as directed by the SMT.
- Deputise for the Business & Finance Manager as required.

The above duties are illustrative of the work of the post and additional tasks may be required.

Person Specification

Essential Requirements

1. Education: Degree level education or demonstrable experience in the fundraising sector, including a successful track record of meeting and exceeding challenging targets and year on year income growth
2. Knowledge and experience of the UK fundraising market and the charity sector, with specific experience within a trust and foundations development environment.
3. Proven track record in participation in successful grants and proposals.
4. Ability to produce clear, professional, written materials to support fundraising opportunities.
5. Demonstrable experience of project management.
6. A proactive, flexible and friendly manner with a solid customer service focus and ability to build strong, mutually respectful effective relationships with internal colleagues, stakeholders and external partners.

Essential Skills & Aptitudes

1. An understanding of the current fundraising environment and issues.
2. The ability to generate attractive fund-raising proposals.
3. The ability to communicate with a wide range of people in different settings.
4. The ability to write clearly and concisely, using appropriate language.
5. The ability to use word, excel and database computer packages.
6. The ability to work creatively, to design and make effective presentations.
7. The ability to work accurately and pay attention to detail.
8. Process driven, with a positive can do attitude and solution focused.
9. Good time management skills, with the ability to work under pressure, re-prioritise workload with minimum warning.



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10. Flexible approach and willingness to work additional hours if required when working to tight deadlines.
 11. Non-judgmental & empathic approach to people who have alcohol or drug problems.
 12. Ability to learn new skills quickly, and to work both on own initiative and as part of a team.

Desirable

1. Fundraising Qualification.
2. Member of the Institute of Fundraising Managers.
3. Experience of use of relevant databases and fundraising information systems.

Created by __Nicky Findlay____ Date____17 February 2017____

Reviewed by _____ Date_____