

JOB DESCRIPTION

JOB DETAILS	
Job Title	Senior Grants and Major Donor Officer
Reports to	Head of Charity
Band	Band 6
Department/Directorate	Corporate Services/Fundraising

JOB PURPOSE
<p>The Senior Grants and Major Donor Officer will play a key role in developing and delivering the charity's high-value fundraising activity, focusing on Trusts and Foundations, Major Donors and philanthropic partnerships.</p> <p>Working in close collaboration with the Charity Leadership Team, the postholder will lead the operational delivery of high-quality funding applications, donor cultivation and stewardship activity. The role will focus on securing significant gifts, building long-term relationships and ensuring robust processes and reporting to support sustainable income growth.</p> <p>This is a senior specialist role with a strong delivery focus. The postholder will not have line management responsibility but will provide expertise, guidance and leadership within their income streams.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To lead the operational delivery of Trusts, Foundations and Major Donor fundraising activity, in line with agreed priorities and income targets. To work collaboratively with the Charity Leadership Team to shape and deliver an effective approach to high-value fundraising. To manage a personal portfolio of Trusts, Foundations and Major Donor prospects, ensuring effective cultivation, solicitation and stewardship. To research, develop and submit high-quality, well-evidenced funding applications and proposals that clearly articulate need, impact and value. To build and maintain strong, professional relationships with funders, major donors and philanthropic partners. To ensure timely reporting, compliance and stewardship for all grants and major gifts, in line with funder requirements and best practice. To build proactive relationships with clinical, operational, finance and communications colleagues to identify funding opportunities, shape project ideas and develop high-quality bids, ensuring proposals are accurate, feasible and appropriately costed. To use CRM systems and data to manage pipelines, monitor performance and produce accurate forecasts and reports. To monitor income and activity against agreed targets, identifying risks and opportunities and escalating issues appropriately.

- To act as a professional ambassador for the charity, contributing specialist expertise to the wider fundraising function and representing the charity with credibility and integrity.

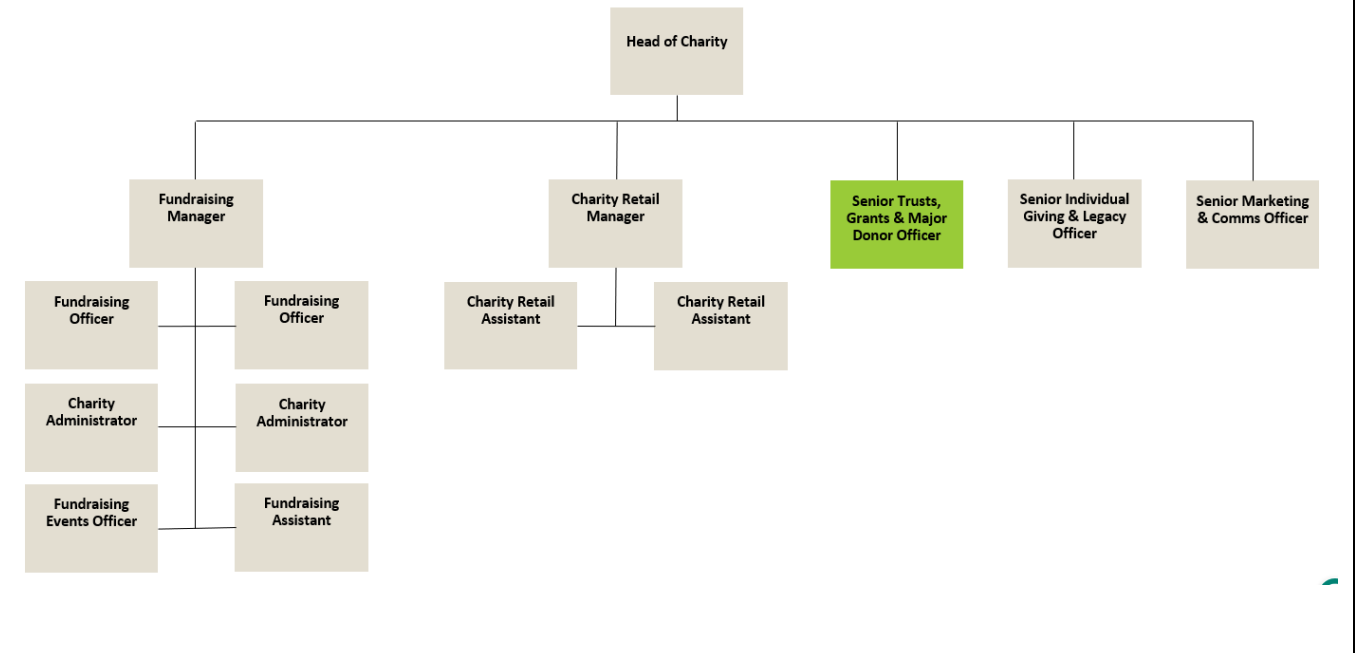
KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Fundraising and Marketing teams • Head of Charity and Senior Leadership Team • Corporate Trustees and Non-Executive Directors • Clinical, operational and care group leads • Finance and Communications teams 	<ul style="list-style-type: none"> • Association of NHS Charities • High-Net-Worth Individuals and Philanthropists • Grant-making bodies and funding associations • Corporate partners and community stakeholders • Event hosts, suppliers and professional networks

ORGANISATIONAL CHART



FREEDOM TO ACT

The postholder will work with a high degree of autonomy within agreed objectives, broad occupational policies and procedures, with the Head of Charity available for reference where required.

- Plans and delivers Trusts, Grants and Major Donor activity within agreed priorities and budgets.
- Agrees and applies appropriate approaches in consultation with the Head of Charity and senior colleagues to achieve fundraising outcomes.
- Exercises professional judgement in prospect selection, proposal development and donor stewardship.
- Escalates strategic decisions, significant risks or variances in performance appropriately.

COMMUNICATION/RELATIONSHIP SKILLS

The role requires complex, persuasive and sensitive communication frequently.

- Builds effective working relationships with clinical, operational, finance and communications colleagues to identify funding opportunities and support the development of fundable projects and bids.
- Communicates complex funding requirements and proposal information clearly to a wide range of internal stakeholders, adapting approach to different audiences.
- Produces clear, compelling and tailored written proposals, reports and impact communications.
- Builds trust-based relationships and influences stakeholders.
- Represents the charity professionally, maintaining discretion, confidentiality and reputational awareness at all times.

ANALYTICAL/JUDGEMENTAL SKILLS

The postholder will analyse complex information and exercise professional judgement frequently.

- Uses research and insight to identify and prioritise high-value funding opportunities from a wide range of potential prospects, including Trusts, Foundations and major donors.
- Assesses funder fit, likelihood of success and return on investment, comparing options and recommending the most appropriate course of action.
- Analyses complex income and pipeline data to inform planning, prioritisation and strategic recommendations.
- Balances income ambition with organisational capacity, risk and ethical considerations when determining appropriate approaches.

PLANNING/ORGANISATIONAL SKILLS

The role involves planning and organising a broad range of complex activities and workstreams, adjusting plans and strategies in response to changing circumstances and performance information.

- Plans and manages complex trust and major donor application pipelines, cultivation activity and reporting schedules, adjusting strategies where targets or circumstances change.
- Coordinates with finance colleagues to track and monitor expenditure against restricted and designated funds.

- Plans and delivers donor recognition activities, including events, briefings and personalised communications.
- Balances short-term income delivery with longer-term relationship development.
- Coordinates activity across fundraising, finance, communications and clinical teams.
- Adapts plans in response to performance data and changing priorities.

PATIENT/CLIENT CARE

The postholder will have occasional direct contact with patients, relatives and carers who wish to make a donation or discuss fundraising support, including in-memory or legacy giving.

- Engages sensitively, empathetically and professionally with patients and families, including those affected by serious illness or bereavement.
- Provides clear information about ways to support the charity, responding appropriately to questions and emotional cues.
- Maintains clear professional boundaries and knows when to signpost individuals to clinical staff or other support services.

POLICY/SERVICE DEVELOPMENT

The postholder contributes to service improvement within defined frameworks and leads service development within Trusts, Grants and Major Donor fundraising.

- Implements established fundraising, finance and Trust policies and procedures within own area of responsibility.
- Proactively identifies, proposes and leads improvements to Trusts, Grants and Major Donor processes and supporter journeys.
- Contributes to the development and implementation of agreed changes that may impact beyond their immediate area of responsibility.

FINANCIAL/PHYSICAL RESOURCES

The postholder manages Trusts, Grants and Major Donor resources within defined limits and agreed budgets. The role has delegated authority to order goods and services and to approve campaign and application expenditure within agreed financial limits. Overall budget ownership and sign-off remain with the Head of Charity.

- Ensures accurate recording, allocation and reporting of grant and major donor income.
- Works with finance colleagues to monitor restricted funding and compliance with funder conditions.
- Manages delegated campaign and application costs in line with procedures.

HUMAN RESOURCES

The postholder has no line management responsibility.

- Provides expert advice, guidance and informal support to colleagues and volunteers as required.
- Contributes to effective teamwork and knowledge sharing.

- Uphold the Trust Values by demonstrating them in your day-to-day work.

INFORMATION RESOURCES

The postholder has a regular requirement to develop and produce reports and to maintain one or more information systems.

- Maintains accurate supporter records using CRM systems.
- Regularly develops and produces reports and documentation using a range of IT applications, including CRM systems and spreadsheets, and maintains project and pipeline information systems to support performance monitoring and decision-making.
- Ensures compliance with GDPR and information governance requirements.

RESEARCH AND DEVELOPMENT

- Proactively and regularly researches prospective Trusts, Foundations and high-net-worth individuals to identify new funding opportunities and inform strategic cultivation plans.
- Maintain a robust database of prospects, tracking relationships, engagement activity, and giving potential to support pipeline management and reporting.
- Evaluate the performance and impact of trust and major donor fundraising programmes, using insight and benchmarking to improve future activity.
- Analyse donor trends and market developments in philanthropy to inform the development of new propositions and approaches.
- Contribute to the charity's evidence base by collecting and interpreting data on the outcomes and impact of funded projects.
- Undertake or support surveys, audits and other research activity as required to support continual improvement across fundraising operations.

PHYSICAL SKILLS

- The postholder will require well-developed IT and keyboard skills for prolonged use of CRM systems, databases and digital communication tools.
- Occasional physical skills are required to support fundraising activity, including setting up and dismantling displays, handling fundraising materials and equipment, and supporting event activity where appropriate.
- Manual handling will be undertaken in line with Trust policies and training.

PHYSICAL EFFORT

- Combination of sitting, standing and walking throughout the working day. Light physical effort required.

MENTAL EFFORT

- Frequent requirement for prolonged periods of concentration, for example when developing complex funding applications, analysing pipeline and income data, or preparing detailed reports.
- Work pattern may be predictable or unpredictable, with regular interruptions requiring prioritisation and re-prioritisation of tasks to meet deadlines. Absorb and retain large quantities of diverse information and make connections.
- Participate in a wide range of meetings.

EMOTIONAL EFFORT

- Rare exposure to distressing or emotional circumstances, for example when discussing sensitive subject matter relating to illness, bereavement or donor motivations.

WORKING CONDITIONS

- Hybrid working model, with a combination of office-based, site-based and remote working.
- Predominantly office-based working conditions when on site, with the use of display screen equipment for a significant proportion of the working day.
- Regular movement between Trust sites and occasional attendance at community or fundraising events.
- Occasional requirement to work evenings or weekends to support fundraising campaigns or events, with time off in lieu in accordance with Trust policy.
- Regular travel between Trust sites and to external meetings as required by the role.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

Contribute to and work within a safe working environment.

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Senior Grants and Major Donor Officer
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING <ul style="list-style-type: none"> Educated to postgraduate diploma level or equivalent level of relevant experience. Fundraising qualification or equivalent experience Member of Chartered Institute of Fundraising 	E E	D
KNOWLEDGE/SKILLS <ul style="list-style-type: none"> IT systems including Microsoft Office and CRM/fundraising databases High level verbal and written skills High level numerical skills and data analysis High level IT skills Proactive approach to identifying and pursuing new opportunities Driving licence 	E E E E E E	
EXPERIENCE <ul style="list-style-type: none"> Demonstrable experience working within a Trusts and Grants or Major Donor fundraising role Demonstrable experience of the grants sector – especially research and application proposals Proven experience of submitting winning funding applications and proposals to trusts and foundations and HNWLs, securing donations at a five and six figure level Experience of researching funder/donor needs and translating these into tailored applications 	E E	D D
PERSONAL ATTRIBUTES <ul style="list-style-type: none"> Proven ability to problem-solve and to achieve change, while at the same time balancing competing demands. Ability to analyse, interpret and summarise financial and other data. Organised and proficient at working to deadlines. Excellent written and verbal skills with high attention to detail and confident presentation skills. Fluent in written and spoken English Ability to see things through to completion by adopting a pragmatic approach to problem solving. Motivate, influence and inspire others. Influence, persuade and negotiate at all levels. Ability to work independently and as part of a team Proven leadership skills within a multi-disciplinary environment 	E E E E E E E	D
OTHER REQUIREMENTS		

<ul style="list-style-type: none"> • The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. 	E	
<ul style="list-style-type: none"> • Ability to work flexibly, including occasional evenings or weekends 	E	
<ul style="list-style-type: none"> • Ability to travel between Trust sites and attend meetings or events as required 	E	
<ul style="list-style-type: none"> • Full UK driving licence, access to a vehicle for business use and appropriate business insurance. 	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y	X			
Driving	Y			X	
Food handling	Y	X			
Night working	N				
Electrical work	N				
Physical Effort	Y		X		
Mental Effort	Y			X	
Emotional Effort	Y			X	
Working in isolation	Y			X	
Challenging behaviour	Y	X			