



Article

# Charity Trusts and Grants Manager (Maternity Cover)

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Job title:	Charity Trusts and Grants Manager (Maternity Cover)
Rate of Pay:	£24,000 – £24,800 per annum, depending on experience and skills
Hours:	Part time (21 hours or 3 days p/wk)
Location:	Hybrid working arrangement available. Office at Beechwood Suite 3, Grove Park Industrial Estate, White Waltham, Maidenhead, Berkshire, SL6 3LW.
Reporting to:	Chief Executive Officer
Closing date:	31 March 2024

NRAS has an exciting opportunity for maternity leave cover for a period of 12 months. We are looking for someone who is a great communicator, has evidence of establishing relationships with funders and is proactive and motivated to join our friendly and ambitious fundraising team, part-time 3 days a week.

## Main Purpose of Job

- Develop and implement an action plan for medium to large trust and grant fundraising bids with the Chief Operating Officer (COO) and the Senior Trusts and Company Giving Fundraiser
- Working with the COO to continue to sustain, develop and grow this important income stream in line with the Charity's strategic objectives
- Build and develop relationships with a portfolio of potential and strategically important grant and trust bodies
- Maintain and deliver a schedule of applications and reporting to grant makers, including prospecting for new funders
- Working across departments, to help develop creative projects for funders that include well balanced and reasoned budgets, which are attractive and align with NRAS objectives
- Understand the funding landscape from grants, trusts and foundations to maximise the charity's opportunities and to manage expectations internally around projecting income

## Position in Organisation

The post holder will report to the COO. This role is part of the wider fundraising team. The post holder

will work closely with:

- External fundraising contacts e.g. key contacts within Trusts who support the charity, potential High Net Worth Individuals
- External industry contacts
- Other charities and health professional organisations

## Qualifications & Skills

Criteria	Essential	Desirable
Qualifications	High levels of literacy and numeracy	Degree level or equivalent Fundraising qualification
Experience	Experience of writing successful applications to grant and charitable trusts (or equivalent) Developing income from trusts, foundations and grant-giving bodies Demonstrable fundraising experience and achievements Understanding and implementation of fundraising techniques and processes Excellent interpersonal and presentation skills	Work with volunteers Understanding of voluntary sector Understanding of the health sector Working with High Net Worth individuals
Knowledge and Skills	Excellent written and oral communication skills Proficient use of Microsoft Word; Excel; PowerPoint Proficient use of databases and data management	Use of Salesforce database Understanding of the health environment Understanding of rheumatoid arthritis and its treatment
Personal Circumstances & Attributes	Willingness to adapt and learn new skills Ability to work under pressure and to deadlines Ability to manage competing deadlines Highly motivated and committed Expectation of planning to be realistic and achievable Positive outlook and approach	Calm under pressure Ability to present to large groups of people Full driving licence and car owner

## Duties and Key Responsibilities

### Fundraising

- Identify new supporters and potential funders
- Prepare and submit well-written, compelling and complete funding applications
- Develop existing relationships with Trusts and Grant giving bodies as well as with high level supporters

### Development

- Identify, develop and support ways for NRAS to increase income through grants fundraising

## Marketing

- Work with Marketing and Communications, where appropriate, to develop and create compelling cases for support and reports to existing funders

## Management

- Participate in, and contribute to, team meetings

## Other Duties

- Possible travel throughout the UK, involving some overnight stays
- Attendance and participation in team meetings
- Any other duties as requested

## Representing NRAS

Represent NRAS to external stakeholders, funders and partners promoting it as a respected, trusted and ambitious charity resulting in fruitful and mutually beneficial partnerships, successful funding and effective collaborative working.

NRAS expects all employees to respect the unique contribution of every individual and operates an equal opportunity and diversity policy.

All employees must work responsibly within the health and safety policy of the organisation and ensure they are observing this at all times.

## How to Apply

Closing date for applications is 15th December 2024, all applicants must submit a covering letter with their CV.

Please email: [samg@nras.org.uk](mailto:samg@nras.org.uk)

## NRAS in 2023

- 0 Helpline enquiries
- 0 Publications sent out
- 0 People reached