

GRANTS OFFICER

Location:

Hybrid / Chichester

Salary:

£30,000 - £33,000 FTE (depending on experience)

Permanent contract

Hours:

Part time

22.5 hours per week (3 or 4 days a week)

We offer flexible and hybrid working.

Our team work around 50% of their time in our Chichester office, including Tuesdays.

We will consider even greater flexibility to work from home for the right candidate with grants experience; with visits to Chichester office twice a month.

Reports to:

Grants Manager

WHAT WE OFFER

23 days annual leave*

Excellent pension scheme with employer contributions up to 10%

Life assurance

Generous maternity & paternity leave

Cycle to work scheme

*includes 3 days between Christmas & New Year + bank holidays. Leave and bank holidays pro rata for part time staff

HOW TO APPLY

Closing date for applications: 10am Monday 17th June

Interviews will be held in the weeks commencing 24th June and 1st July.

Please email our Fundraising Manager Eloise Armstrong at

eloisearmstrong@childrenontheedge.org with two PDF attachments; your CV and covering letter.

Include in your CV contact details of two referees. (They will only be contacted if the job is offered)

In your supporting letter please respond to the following questions:

- What will your experience and background bring to Children on the Edge and this role?
- What motivates you to apply for a role with Children on the Edge?

If you would like to discuss the role, please contact our Grants Manager, Sophie Poore on 01243 538530 x 205 or by email at sophiepoore@childrenontheedge.org.

Please note Eloise and Sophie are on annual leave from 27th May - 31st May. Any applications received during that week will be acknowledged from the 3rd June.



Children on the Edge is a child rights organisation that works hand-in-hand with communities to support some of the world's most marginalised children, in some of the toughest situations. We currently work with children in Bangladesh, India, Uganda, Myanmar and Lebanon. Our fundraising and communications teams are crucial in helping us connect with new and existing donors in the UK and internationally; to raise over £2m each year.

THE ROLE

This is a new role in the Children on the Edge team, working with the Grants Manager to maximise funding from foundations and grant makers, grow our grants portfolio (currently around £1.2m) and work alongside the wider fundraising team to raise over £2m each year.

The purpose of the role is to manage a portfolio of funders to help build and sustain a broad base of restricted and unrestricted funding for Children on the Edge's programmes. You will have the opportunity to make a tangible difference to the lives of marginalised children.

OUR VALUES AUTHENTICITY | COLLABORATION | COURAGE
CREATIVITY | DIGNITY | HUMILITY | KINDNESS

WHAT YOU WILL DO IN THE ROLE

You will be managing and growing a personal portfolio of 20+ of Children on the Edge's current foundations and grant makers and building the grants pipeline. Your responsibilities include:

Prospecting

- Through research, identify and evaluate potential funding opportunities from UK and overseas foundations and grant makers.
- With the Grants Manager, develop a pipeline of potential support.
- Develop strategic approaches to new funders.

Writing Applications and Proposals

- Proactively gather information from the Children on the Edge team to develop cases for support, proposals and budgets for funders.
- Create compelling grant proposals that communicate Children on the Edge's projects, values and distinctives.

Reporting

- Proactively feed into the wider fundraising team's collaboration with our MEL Manager to ensure we can provide all information required by funders.
- Craft tailored narrative and financial reports that demonstrate how Children on the Edge's programmes have delivered impact.
- Support the COO, Fundraising Manager and Grants Manager as required with support for reporting to larger Grants and High Net Worth relationships.

Building Relationships

- Cultivate and nurture a portfolio of relationships with existing, lapsed and new funders; giving up to £50k.
- Create a bi-annual mailing for current and potential smaller foundations and grant makers.
- Represent Children on the Edge externally to build a network of prospects and assist in engagement events and activities as needed.

Management & Planning

- Acknowledge and receipt donations promptly; tracking donor communication in Salesforce.
- Use Salesforce to record and report on prospecting, applications and income.
- Follow best fundraising regulations practice and comply with relevant legislation.



ESSENTIAL TO HAVE

- Experience of developing relationships with stakeholders and influence/engage with them for productive results.
- Experience of reporting to key stakeholders about projects and impact.
- Understanding of trusts fundraising in the UK.
- Working knowledge of Google workspace and databases.
- Excellent written communication and proofreading skills, able to write compelling and persuasive copy.
- Ability to communicate with clarity, timeliness and effectiveness to influence internal and external stakeholders.
- Ability to understand and communicate Children on the Edge's values and distinctives.
- Good numeracy skills showing attention to detail to interpret budgets and check financial information for accuracy.
- Developed organisational skills, ability to prioritise, work well under pressure, and manage multiple deadlines.
- A team player who will contribute to the overall goals of the fundraising team.
- A proactive 'can-do' approach, able to seek solutions.
- Being teachable, ready to learn, adaptable and flexible.
- Results-driven and entrepreneurial and able to work on your own initiative.
- Enthusiasm for community led international development and a passion to help Children on the Edge to support some of the world's most marginalised children.



GREAT TO HAVE

- Two years experience of managing productive relationships with grant makers.
- Experience of personally securing grants from foundations and grant makers.
- Experience working in international development.
- Experience of prospect research.
- Experience of writing compelling funding proposals and donor impact reports.
- An understanding of the international trusts fundraising landscape.
- Experience of using Salesforce.
- Understanding of stewardship techniques and relevant approaches to suit different donors.
- Ability to analyse complex information and present it verbally and in writing to different audiences.
- Strong numeracy and analytical skills, the ability to interpret budgets and produce donor budgets & expenditure reports.
- Ability to think laterally to maximise fundraising.

ADDITIONAL INFORMATION

If you feel you meet some of the criteria but not all, please do get in touch and learn more. We are very interested in candidates with transferable skills for the role.

Occasional out of office hours may be required to support stewarding events or meetings with donors.

Children on the Edge is committed to safeguarding adults at risk, and children, from abuse and neglect. We expect everyone who works with us to share this commitment and complete the necessary paperwork.

This role is only open to those already resident in the UK, who are eligible to work in the UK. We cannot provide visa sponsorship. Applications from overseas candidates will not be considered and we are unable to respond to any application from overseas applicants.

Children on the Edge politely requests no contact from recruitment agencies or media sales.

Children on the Edge respects your privacy and is committed to protecting your personal data. Our Privacy Notice has details of how we process your details during recruitment.

"Children on the Edge has the ability to roll their sleeves up and get straight into some of the muckiest, trickiest circumstances that children are living in worldwide. Whether they are working in conflict settings, areas hit by natural disasters or with young people suffering persecution, the impact that they achieve in such situations is remarkable. This is why EOF considers Children on the Edge to be one of our most trusted partners."

Ashley Kuchanny

Grants Manager

Educational Opportunity Foundation

"I still remember hearing about how Children on the Edge finds, supports and works with those children who would otherwise fall through the cracks of the mainstream support systems and that feels really important. They are a small charity, brilliantly run and who make sure that the maximum amount of the money they raise goes to where it's needed the most – to the children and to the communities in which they live. The whole team at PlanetK2 are proud to partner with COTE, not just because of what they do but also because of who they are and how they work."

Keith Hatter

Founder

PlanetK2

"Children on the Edge reach children and marginalised communities and work with them in an empowering, enabling way which is both effective and inspiring. We love supporting this charity and are delighted to be able to contribute to the difference they make."

Jacky Burden

Trustee

The Charles Jacob Charitable Trust

From our
GRANT MAKERS & SUPPORTERS