



JOB DESCRIPTION – Fundraising & Grant Management Officer

Job Title	Fundraising & Grant Management Officer
Reports to	Head of Finance & Administration
Working hours	18 hours per week
Salary Grade	Mid-G3 (£30,880-£34,636 – or £18,528-£20,782 pro-rata)
Base	The Red House, 135 Station Road, Impington, Cambridge, CB24 9NP
Summary of Role	To work across the Commission subsidiary bodies that make use of voluntary funding to increase the provision of funding streams to enable the IWC to carry out existing and new projects. Responsible for the production and maintenance of all database, tracking, reporting and forecasting documents relevant to these initiatives.
Key Roles & Responsibilities	<p><i>Fundraising</i></p> <ul style="list-style-type: none"> • Develop and maintain a fundraising strategy to guide activities and funding generation • Working with programme leads, identify and prioritise workstreams requiring funding • Identify and research appropriate funding opportunities, both internally and externally • Support the development and writing of grant proposals to foundations and other grant-making organisations • Persuasively communicate the organisation’s mission and programmes to potential and existing funders whilst developing and maintaining strong positive relationships with donors <p><i>Grant Management</i></p> <ul style="list-style-type: none"> • Oversee and maintain robust contract processes that will apply to all areas where the Commission spends/awards research budget including: <ul style="list-style-type: none"> ○ Developing and maintaining a contract register/grant monitoring system ○ Developing templates for funding applications as part of Budget Reform process ○ Ensure all projects have appropriate contracts with clear, identifiable milestones • Communicate with those working ‘in the field’ for IWC to ensure milestones are achieved • Explore possibilities for using a CRM/Grant Management system for managing grants <p><i>Compliance</i></p> <ul style="list-style-type: none"> • Work with Assistant Accountant to ensure that all expenditures are authorised and ‘in-scope’ • Ensure compliance with the Commission’s Rules of Procedure, Code for Ethical Fundraising and other procedures/laws • Uphold high standards of financial management in accordance with the IWC financial regulations • Stay abreast of fundraising good practice and legislation ensuring compliance with the necessary laws
Line Management	None
Budget Management	<ul style="list-style-type: none"> • Be compliant with IWC processes and procedures for financial and contract management. • Work within agreed budget, allocating resources appropriately, prioritising where necessary, demonstrating value for money and identifying any efficiencies, and ensuring any potential problems or overspends are flagged to the Management Team at the earliest opportunity.
Travel	This role may require some limited domestic and international travel as directed by the Executive Secretary.
Other	Any other tasks that are commensurate with the role
Review Date	July 2021
Authorised by	Rebecca Lent, Executive Secretary



PERSON SPECIFICATION – Fundraising & Grant Management Officer

Selection Criteria

The table below indicates the essential and desirable criteria for this post and how these elements will be assessed by the selection panel. Please take care to ensure that you demonstrate that you meet the essential criteria in your job application. Candidates who do not meet the essential criteria need not apply.

Assessment Types: A = Application I = Interview P = Presentation T = Test

Attribute	Essential	Desirable	Assessment
Education	<ul style="list-style-type: none"> Undergraduate degree GCSE Grades A*- C in English & Maths or equivalent. 	<ul style="list-style-type: none"> Undergraduate degree or higher in a discipline relevant to the role. Project Management Qualification (e.g. PRINCE2 or similar) 	A
Skills & Abilities	<ul style="list-style-type: none"> Outstanding communication (oral and written) and interpersonal skills Able to network effectively at all levels, building and sustaining positive donor relationships beyond specific projects or campaigns. Ability to distil diverse and complex information into compelling cases/proposals Ability to work in a politically and culturally sensitive environment Ability to manage several project/funding streams simultaneously and generate summary reports 	<ul style="list-style-type: none"> Ability to speak another Commission language (French/Spanish) 	A, I, P
Knowledge & Experience	<ul style="list-style-type: none"> Strong track record of successfully applying for grant or procuring other funding Experience of planning and managing major fundraising projects and campaigns Experience of monitoring grant compliance and managing contracts 	<ul style="list-style-type: none"> Experience working in an international environment/organisation Knowledge of marine conservation issues and experience of working in a natural resource management organisation. Knowledge of grant management software Knowledge of CRM software (e.g. Dynamics) Experience of collaborating with other organisations on funding bids. 	A, I, P

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