**JOB DESCRIPTION**

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| **JOB TITLE** | **Grants and Corporate Fundraising Manager** |
| **REPORTING TO** | **Director of Partnerships and Communities** |
| **RESPONSIBLE FOR/JOB PURPOSE** | Community Integrated Care is one of the UK’s largest and most successful social care charities. We are seeking an entrepreneurial, creative, and ambitious individual to join us as our Grants and Corporate Fundraising Manager.  Reporting into the charity’s Director of Partnerships and Communities and supported by a skilled team, you will lead our efforts to create new opportunities through grants, corporate donations, and community fundraising. We are looking for someone with great creativity, strong bid writing skills, and the ability to make a positive impact on projects.  If this sounds like you, we can offer you a great career in an exceptional charity. You will be working for an innovative organisation that has an exciting vision and many exceptional partners. |
| **LOCATION** |  |

**DUTIES AND RESPONSIBILITIES**

**You will lead Community Integrated Care’s revenue generation through grant funding, corporate partnerships, and community fundraising. This is an exciting role, where you will work with our colleagues and the people we support to create and secure opportunities that change people’s lives.**

You will be a key leader in Community Integrated Care’s specialist Partnerships and Communities department. This team exists to create innovative programmes and partnerships, and secure external funding and in-kind support, that enables us to make a bigger impact upon the lives of the people we support. It has won prestigious national and international awards for its impact and innovation.

In this role, you will work closely with our colleagues and the people we support to identify the areas where external funding and in-kind support can make a difference. You will also be empowered to suggest your own innovative ideas that will enhance the impact for our charity. You will be responsible for identifying and securing this investment, through winning grants, corporate giving and in-kind support, and fundraising – using your entrepreneurial, networking and bid-writing skills.

You will be fully supported by a team of specialist colleagues within our Partnership and Communities Department. They will co-design projects and concepts with you and will be responsible for the delivery of the projects that you secure. As one team, we will achieve amazing things.

**Your role will focus upon:**

**Leadership**

* Acting as the leader for securing added value through grants, donations, and in-kind support, assisted by our Director of Partnerships and Communities and your departmental teammates.
* Working with colleagues and the people we support to identify areas where external funding and in-kind support can change lives
* Using your entrepreneurial skills, creativity, and ability to effectively work with others to design solutions and secure resources that positively impact our charity

**Grant funding:**

* Identifying sources of grant funding and working with colleagues and partners to design and secure impactful projects or opportunities to utilise these funds.
* Writing strong funding applications, which are well-planned, well written and meet the funder’s goals.
* Working with stakeholders and wider members of the Partnerships and Communities team to ensure that all aspects of grant applications are fully evidenced and delivered upon.
* Contributing to or leading the management of grant funded projects, in collaboration with wider members of the Partnerships & Communities teams.
* Providing reports and updates to funders and proactively managing relationships with them.
* Managing grant spend with key colleagues, including our Finance Business Partner.

**Corporate partnerships**

* Identifying, securing, and managing corporate charitable partnerships, for instance through ‘Official Charity’ relationships or in the delivery of co-branded projects.
* Developing innovative ideas for corporate collaborations, whether securing funding or in-kind support that adds value to our charity – such as corporate volunteering.
* Managing relationships with corporate partners, through strong stakeholder management and adding value to our partners.

**Community Fundraising**

* Devising and implementing resource-effective & impactful community fundraising campaigns.
* Developing infrastructure and profile of our charity to people to give to our charity – through regular donations, events, legacies etc., supported by wider colleagues (e.g., our marketing and digital teams)
* Overseeing the management and adminstration of Community Integrated Care’s fundraising income
* Developing robust policies, procedures and resources to maximise and manage donations.

**KEY REQUIREMENTS**

**Qualifications**Minimum A-Levels.

**Experience**The Manager must have direct or relatable experience of:

* **Identifying, securing, and managing grant funding. Including:**
  + Mapping active funds and potential funders
  + Working with colleagues to identify productive, relevant, and high-impact programmes that can be enabled through fundraising.
  + Developing high quality funding applications
  + Working with colleagues to ensure that plans are implemented effectively
  + Managing funder relations – including creating project reports.
* **Identifying, securing, and managing quality charitable partnerships with commercial organisations. Including:**
  + Identifying potential corporate partners
  + Developing high -quality pitches and proposals
  + Designing project or initiatives that meet the partners CSR goals and the needs of your organisation
  + Effectively managing, nurturing, and growing partner relationships.
* **Coordinating community fundraising. Including:**
  + Developing and leading effective fundraising plans and strategies
  + Finding creative ideas to inspire fundraising
  + Developing the fundraising presence for organisations – e.g. through directing and delivering the creation of promotional webpages, resources and online donation platforms.
  + Utilising platforms to support online donations and giving
  + Finding new revenue streams

**Skills / Abilities**The Manager will be skilled in:

* Leading fundraising, grants, and corporate partnerships
* Developing entrepreneurial and commercially effective solutions
* Copywriting and bid-writing
* Relationship building and networking
* Developing and managing projects and leading people
* Pitching and representing organisations
* Implementing creative yet efficient ideas for community fundraising
* Managing budgets and providing reports and evaluation.
* Working in a diverse and fast paced organisation.

**Knowledge**The manager will have a strong understanding of how to:

* Identify, win, and manage quality grant funded projects and identify new streams of funding
* Form and nurture corporate partnerships – including securing donations, corporate volunteering, or in-kind support
* Design effective and exciting fundraising opportunities
* Manage risks linked to grants and fundraising.
* Use fundraising technologies and CRM systems

Importantly, they will be passionate about our cause and want to make a real difference, through bring their talents and passion to Community Integrated Care.

**NB : This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.**

This Job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Charity and its services, as well as the personal development needs of the post holder.

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| **DATE PREPARED:** | Thursday, 11 November 2021 |
| **PREPARED BY :** | John Hughes, Director of Partnerships and Communities |