



## Job Description

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### Grants Executive

**Grade:** 7

**Directorate:** Fundraising, Marketing & Communications    **Location:** WWT Slimbridge / hybrid

**Reporting to:** Senior Grants Manager

**Main function of post:** This post will complement an existing Grants Executive position as we seek to grow our unrestricted income and identify funding opportunities to support our core organisational work. The post holder will be responsible for diversifying and growing our portfolio of unrestricted funder relationships and work with colleagues to develop compelling funding approaches. The successful candidate will gain experience and develop skills across all areas of grant fundraising, working with a talented and supportive team. Comprehensive training and development opportunities will be provided alongside dedicated work projects to enable the post holder to develop their fundraising career.

**Supervisory responsibilities:** 0

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### Responsibilities of the post

1. To grow and diversify a portfolio of unrestricted grant funders and be responsible for cultivating and developing their giving potential.
2. To work with colleagues across the organisation to develop fundable projects that will support core organisational work
3. To create compelling cases of support and applications that will secure the funding of core organisational work.
4. To keep detailed, accurate records of applications, prospects, reporting requirements, project claims, spend and communications with funders, on WWT's CRM database, working closely with the finance team on processing income and invoices.
5. To be responsible for liaising with project staff both within WWT and externally, to gather relevant information for applications, reports and claims.

6. To support project managers in developing and managing project budgets.
7. To develop and manage existing relationships and pipeline prospects for an agreed portfolio of unrestricted funders through regular correspondence, funder visits and at cultivation events.
8. To provide support to the Senior Grants Manager, wider Grants Team and Head of Philanthropy & Partnerships, as required.
9. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
10. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
11. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
12. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised:** January 2025

# Person Specification

## 1. Qualifications

**Desirable:**

- Educated to degree level or equivalent
- Full UK driving licence

## 2. Experience

**Essential:**

- Experience of writing detailed, precise and engaging reports
- Experience of liaising with a broad range of people, both internally and externally, in the written and spoken word
- Experience of working in a busy department and to tight deadlines
- Ability to handle income and keep accurate budgets
- Excellent Microsoft office skills, particularly strong basic excel skills

**Desirable:**

- Experience of supporting or leading project development
- Experience of using fundraising databases
- Experience of working in a fundraising department
- Experience of managing grants income from Charitable Trusts and Foundations

## 3. Managerial & Supervisory

**Essential:**

- None

| Type of team member | Number managed (No. of direct reports) | Number supervised |
|---------------------|----------------------------------------|-------------------|
| Employed staff      | 0                                      | 0                 |
| Volunteers          | 0                                      | 0                 |
| Casual Workers      | 0                                      | 0                 |

## 4. Responsibility

### ***Essential:***

- Responsible for contributing to the £1.4mn target for grant fundraising through unrestricted income
- Responsible for accurately processing claims, some of £100,000+
- Responsible for maintaining up-to-date donor, expenditure and administrative records
- Meticulous attention to detail and a high level of accuracy
- Excellent time management skills and able to prioritise own workload effectively

### ***Levels of Responsibility:***

| Type of Responsibility                    | Level (£'s)           |
|-------------------------------------------|-----------------------|
| Budget Responsibility                     | £0                    |
| Income                                    | In excess of £500,000 |
| Project Size (normally managed)           | Small                 |
| Assets (required for job, exc. buildings) | £0                    |
| Visitors (number per annum)               | N/A                   |

## 5. Creative Ability

### ***Essential:***

- Strong written skills, able to create high-quality fundraising applications
- Ability to distill information from a range of sources into concise and accurate reports, in a style appropriate to the audience
- Confident and effective verbal communication skills
- Very strong numerical skills
- Ability to undertake independent research to identify new prospects

## 6. Contact

### ***Essential:***

- Confident interacting with a wide range of people, including funders, external partners and important stakeholders at all levels up to Board/Council level
- Self-confident delivery
- Ability to diplomatically influence internal and external stakeholders
- Able to act as key contact for grant funders
- Able to build and maintain strong relationships with colleagues

***Desirable:***

- Experience of working with teams across several sites
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## **General Notes**

This is a full-time position, which will require work during some evenings and occasionally at weekends, to meet the needs of the post. Some travel to other WWT centres/project locations will also be required.