



## Job Description

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### Grants Fundraiser

**Grade:** 8

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

**Reporting to:** Senior Grants Manager

#### **Main function of post:**

The world is facing a climate crisis, a nature crisis and an emerging wellbeing crisis. Wetlands offer a real solution and WWT has set out ambitious plans to tackle the biggest challenges of our time. The Grants team play a vital role in securing income and managing key grant partnerships that enable WWT to deliver key work in the UK and internationally, for a range of conservation, education and community-focused programmes.

The Grants team have seen a significant growth in success over the last two years and our Grants Fundraiser role will play a critical role securing and maximising restricted funding across a range of priority programmes. This post will be responsible for pursuing and managing grant opportunities and key relationships across a range of charitable trust, statutory, landfill community fund and lottery grant funding partners.

The main function of the post will be to lead and develop major funder relationships, working closely with project and programme managers to develop fundable projects, creating high quality funding applications that deliver high impact action. The post holder will utilise their proven track record in grants fundraising to deliver high standards of stakeholder management, compelling application submissions and a thorough approach to reporting and claim compliance.

**Supervisory responsibilities:** 1

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### **Responsibilities of the post**

1. To research and write high-quality funding applications to a range of grant funders of all sizes, including some six figure applications, matching prospects to projects.

2. To lead on researching and writing timely project reports and updates for grant funders.
3. To take responsibility for compiling timely and accurate claims for major grant funded projects, including ensuring the requirements of funding agreements are satisfied.
4. To keep detailed, accurate records of applications, prospects, reporting requirements, project claims, spend and communications with funders, on WWT's CRM database.
5. To be responsible for liaising with project staff both within WWT and externally, to gather relevant information for applications, reports, claims and publicity
6. To support project managers in developing and managing projects and their budgets.
7. To support project teams in achieving internal project approvals, contributing to advising on Project Management Framework forms as necessary and managing projects using the PMF.
8. To be Philanthropy & Partnerships lead on some projects that are expected to be grant funder-led. Focus on small-medium sized projects initially and increase size of projects led.
9. To develop, build and manage existing major relationships and pipeline prospects for an agreed portfolio of grant funders, including charitable trusts, foundations, statutory and international through engaging them with regular correspondence, updates, funder visits and at events.
10. To develop expertise in agreed programme/project areas
11. To support the Grants Manager in developing major funding applications.
12. 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.
13. 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.
14. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
15. 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:** September 2021

**Amended:** August 2024

# Person Specification

## 1. Qualifications

### **Essential:**

- Educated to degree level or equivalent
- Current driving licence and ability to travel to other locations

## 2. Experience

### **Essential:**

- Significant experience of securing at least five figure grants
- Significant experience managing grants including writing detailed, precise and engaging reports and making claims against pledges
- Experience of liaising with a broad range of people, both internally and externally, in the written and spoken word
- Experience of leading and developing funder relationships
- Experience of working in a busy department and to tight deadlines
- Ability to handle income and develop accurate budgets with project teams
- Excellent Microsoft office skills, particularly strong basic excel skills
- Expertise in using and developing fundraising databases

### **Desirable:**

- Experience of fundraising from some different grant sectors – from trusts, foundations, statutory, LCF, international and green finance

## 3. Managerial & Supervisory

### **Essential:**

- Supervision through allocation of some supporting tasks to the Grants Executive, monitoring the output, offering feedback and carrying out agreed training as and when required.

| Type of team member | Number managed (No. of direct reports) | Number supervised |
|---------------------|--|-------------------|
| Employed staff      | 0                                      | 1                 |

|                |   |   |
|----------------|---|---|
| Volunteers     | 0 | 0 |
| Casual Workers | 0 | 0 |

## 4. Responsibility

### **Essential:**

- Responsible for contributing to the increasing target for securing new grant income/pledges, primarily restricted funding
- Responsible for accurately processing claims, some of £200,000+ and securing the payment of the majority of large grants pledges
- Responsible for maintaining up-to-date donor, expenditure and administrative records
- Meticulous attention to detail and a high level of accuracy
- Self-motivated: excellent time management skills and able to prioritise own workload effectively

### **Levels of Responsibility:**

| Type of Responsibility                    | Level (£'s)        |
|---|--------------------|
| Budget Responsibility                     | £0                 |
| Income                                    | Up to £1,500,000   |
| Project Size (normally managed)           | Small/Medium/large |
| Assets (required for job, exc. buildings) | £1,000             |
| Visitors (number per annum)               | N/A                |

## 5. Creative Ability

### **Essential:**

- Strong written skills, able to create high-quality, engaging 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 including presentations
- Very strong numerical/budgeting skills
- Ability to undertake research to find new prospects and develop new funding streams
- Take a strategic, long term approach to prospect and project development

## 6. Contact

***Essential:***

- Confident interacting with a wide range of people, including funders, external partners and important internal 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 organise and lead multi-stakeholder meetings

***Desirable:***

- Experience of working with teams across different 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.