

Job title: Grants Manager

Reports to: Head of Fundraising



Office base: County Gates, Ashton Road, Bristol, BS3 2JH

Charity Profile: We are Great Western Air Ambulance Charity, dedicated to providing air ambulance and critical care services across Bristol, North Somerset, Bath & North East Somerset, Gloucestershire, South Gloucestershire and parts of Wiltshire. From volunteers to Specialist Paramedics, from senior Consultants to retail and fundraising staff, we are a team, working to save lives that would otherwise be lost. We seek to continually develop and adapt our activities to meet the needs of local communities, whilst impacting nationally and influencing global pre-hospital care. Our work is deeply satisfying and every member of the team is committed to this service, and to saving as many lives as we can.

Job Summary: The Grants Manager will work within the Fundraising Team to support GWAAC in raising the funds we need to provide our lifesaving service. Funds will be drawn from a wide range of supporters, primarily trusts and foundations, central government and the public sector, major donors and donor advised funds. The role will involve researching funders, developing projects and funding requirements, developing relationships, applying for funding, monitoring, evaluating and reporting on our spending. You'll be self-motivated, organised and excellent at written communication, in particular.

Hours of work: 21 - 35 hours per week

Duration: Permanent

Salary: £34,500-£38,000 FTE

Major Areas of Responsibility:

- Develop, implement and continually evaluate our grants strategy
- Oversee all grant activity across the charity, coaching and mentoring other staff as appropriate
- Assist in the development of the organisation's case for support
- Work collaboratively to develop and maintain a broad-ranging and authoritative record of funding requirements for capital, project, and running costs
- Work collaboratively across the charity – particularly clinical colleagues - to develop projects, business cases and funding proposals, leading on certain elements or projects as appropriate
- Work closely with the Head of Fundraising to ensure funding opportunities are maximised across the fundraising team
- Play a key role in the coordination and funding applications required for capital programmes
- Proactively research potential grant funders, creating a consolidated pipeline, and accurate, searchable prospect dataset
- Maintain a personal network of contacts to ensure grant giving bodies are aware of GWAAC's funding requirements and lifesaving work
- Create high quality, professional grant applications that enhance GWAAC's reputation
- Offer high quality engagement and thanking opportunities for grant givers
- Assist with the cultivation and stewardship of appropriate major donors
- Maximise income from historic, regular and new trusts, foundations and other relevant grant givers, to meet annual, capital, and long-term targets
- Build and nurture sustainable and beneficial relationships with funders to maximise their value
- Record all grants activity on appropriate databases
- Monitor all restricted funds and ensure appropriate spending, in partnership with the Head of Finance and IT

- Research and evaluate relevant projects and expenditure, and prepare all relevant reports required by grant givers
- Monitor and manage the grants income budget and produce accurate reports, analysing performance against agreed targets and taking corrective action where needed.

Working relationships, contacts and expectations:

- Forge close working relationships within your team and with the clinical and operational teams to fulfil the requirements of your role
- Support wider fundraising colleagues in grant applications relevant to their areas of expertise, supporting with project funding needs, applications, and stewardship as appropriate
- Work with the Finance Team and Communications and Marketing Team as appropriate
- Occasionally work unsociable hours, for example attending evening or weekend meetings or travel outside our 'area'
- Maintain an appropriate level of confidentiality, professionalism and discretion at all times
- Comply with organisational policies, procedures and internal and external Codes of Conduct, regulations and laws

This description does not attempt to describe all the activities of the post but illustrates the role with examples. It is therefore subject to alteration and development and will be reviewed with the Head of Fundraising as required.

Person specification

	Essential	Desirable
Education	Evidence of a good standard of general education, to include English and Maths	Relevant qualifications in fundraising
Previous experience	Significant experience of fundraising in a UK charity Experience researching and writing grant applications Experience of stewarding funder relationships Experience of developing projects and business cases for funding applications Experience of networking for cultivation purposes	Work in a health-related organisation A proven track record of securing significant, multi-year gifts Use of AI solutions specific to grant fundraising Experience of working on large-scale capital appeals Experience working with donor advised funds Experience working with major donors
Skills, knowledge, ability	Excellent written communication across all channels Proven ability to write and edit highly engaging copy for different audiences Good verbal and interpersonal communication skills Good ICT skills including MS Office (Word, Excel etc.) Ability to effectively utilise a fundraising database and work on online grant portals Knowledge of current patterns and trends in grant giving Financial literacy in order to prepare budgets, monitor and report on spending Understanding of impact reporting, measurement, and metrics	Knowledge of grant giving organisations relevant to our work Knowledge of health or related industry Knowledge of Beacon CRM Knowledge of confidentiality, GDPR and data protection requirements Valid full UK driving licence

Aptitude and personal characteristics	Committed to the vision, values and work of Great Western Air Ambulance Charity Committed to safeguarding, equality, diversity, sustainability, social responsibility and treating people with compassion Dedicated and internally driven with the ability and motivation to be curious, solve problems and deliver high quality work Excellent interpersonal skills, with ability to develop strong, collaborative relationships, internally and externally Able to work collaboratively as part of an effective multidisciplinary team Able to work independently on own initiative, creating plans, timetables and structures to organise work effectively, identifying conflicting demands and establishing clear priorities High standards, commitment to meeting deadlines and excellent attention to detail Exceptional organisational skills, flexibility and a can-do attitude Champion of positive change, committed to professionalism and excellence	Use of own vehicle
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