

## **Grants Officer - Maternity Cover (15 months fixed term)**

Start date – End of May 2020

End date – Mid Sept 2021

### **Job Purpose**

To play a key role in the management and delivery of the Foundation's Grants Programme and contribute to overall programme effectiveness and efficient programme delivery. Reporting to the Operations Manager of the Cambridgeshire Community Foundation.

### **Duties and Responsibilities**

#### **Programme/ Fund/ Donor administration**

Be responsible for the day-to-day delivery of your portfolio of funds (see Annex 1) but be prepared to assist with new or ad hoc programmes as required

1. Build knowledge of the criteria, history, finances, processes and reporting requirements of the funds for which you are responsible and use that to pro-actively generate applications
2. Build and maintain close relationships with your donors, share opportunities for increased engagement, involvement or donations with the team.
3. Record all details in CRM.

#### **Core grant-making programme activities**

1. Identify and contact new groups who may wish to apply for your funds
2. Offer telephone advice to potential applicants on their suitability and eligibility for your funds
3. Undertake thorough checking of applications received to ensure their completeness and eligibility
4. Evaluate the documents provided
5. Schedule and carry out assessment of applications
6. Assist in the preparation of paperwork for internal CCF panels and attend where necessary
7. Prepare paperwork for Donor panels and present grant applications for consideration at Donor panels\*\* including Donor Reports
8. Carry out post-panel paperwork including circulating minutes and maintaining records on CRM
9. Prepare offer and decline letters and, once proof-read by a colleague, sign and send.
10. Become proficient in CRM system Salesforce and contribute to the maintenance of consistent, accurate data

#### **Community Engagement**

1. Build knowledge and relationship of local groups and infrastructure bodies
2. Build knowledge of voluntary sector best practice to understand capacity and assist groups
3. Contribute to marketing campaigns

#### **Promote CCF**

1. Be alert to PR opportunities/ identify suitable projects for marketing to raise awareness of CCF.
2. Attend occasional fundraising, volunteering, promotional events such as funding fairs, Donor events, CCF events, partner workshops etc.

#### **Development, Governance and Best Practice**

1. Assist in the preparation of a range of reports as necessary – Grants and Community Impact Committee, Operational Reports, Application Round Summaries etc.
2. Continue to develop skills and keep up with Best practice – via UKCF portal, engaging with other CF's attending meetings
3. Contribute to process improvement and other initiatives

4. Be alert to risk
5. Collate feedback form groups on regular basis and share with team

**To support above**

1. Carry out other duties appropriate to the role and responsibilities as may be delegated by the CEO / SLT/ Trustees
2. Support the smooth running of the office – answering phone, greeting visitors, informing buyers if supplies need topping up etc.
3. Encourage communication and effective collaboration between departments - think of ways to make others' jobs easier
4. Contribute to a positive, flexible and supportive work environment