



**JOB DESCRIPTION**  
(To be read in conjunction with Person Specification)

**Post title:** Fundraising and Grants Lead

**Salary:** NJC 26

**Reports to:** Head of Development

**Responsible for:** No direct reports

**Organisational Expectations:**

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment.

Our aim is to provide a high-quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

**Outline of Post:**

The Fundraising and Grants Lead will play an instrumental part in getting the Inspire North group started on its fundraising journey. You will help us to deliver our organisational fundraising strategies, diversifying income and achieving financial targets. Working closely with the Head of Development and colleagues across the organisation, you will have the opportunity to deliver various initiatives to secure voluntary income across the group. This includes managing small-medium scale grants funding, developing new business partnerships, and overseeing digital and community-led fundraising initiatives.

The role will also work closely with the Creative Communications Lead to mobilise and align communications, media and advocacy activity to engage and activate supporters.

**Main Tasks:**

1.	Identify and lead on end to end proposal development for small to medium scale funding from Trusts, Foundations and Lottery organisations, and support operational colleagues to apply for small, local grants – ensuring best practice and organisational procedures are upheld.
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2.	Devise and deliver upon strategies to develop, extend and strengthen relationships with current and new non-statutory funders, providing effective communications and ensuring regular updates on our work and achievements.
3.	Undertake rigorous identification of prospective funders and detailed research into new sources of income (through desktop research and face to face/virtual networking) – including working with the Head of Development to device tactics for raising unrestricted income.
4.	Work with the Head of Development to scope out new approaches for innovating Inspire North's income and write briefing papers for senior leadership.
5.	Develop opportunities to establish Business Partnerships that help to achieve our organisational mission, utilising our organisational networks, expertise and products.
6.	Regularly attend grant and funder workshops and events (virtual and face to face) to meet potential and future funders, develop relationships and keep abreast of latest sector trends.
7.	Regularly analyse funding structures and sources of key competitors and other similar organisations.
8.	Develop and manage a funder/supporter database, maintaining accurate records and supporter case notes.
9.	Work with Operational Teams to roll-out a series of digital and community fundraising initiatives to support local needs and provide core organisational support.
10.	Work with the Head of Development to track income on a monthly basis and produce regular progress and learning reports on grants and fundraising activity.
11.	Prepare and deliver high quality presentations and pitches to potential funders.
12.	Work closely with the Creative Communications Lead to mobilise and align communications, media and advocacy activity to engage and activate supporters.

13.	Work with the Head of Development to ensure all fundraising activities across the Inspire North group are compliant with all relevant Fundraising Standards and other regulatory or governance requirements.
14.	Achieve personal financial targets related to new funding and contribute towards team performance and financial targets.
15.	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
16.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
17.	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.
18.	<b>Please note</b> this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

## PERSON SPECIFICATION

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column, but any gaps could form areas for development in the future.

<b>Approach</b>	<b>Essential</b>	<b>Desirable</b>	<b>Identified by: A = application form I = interview E – exercise</b>
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships, including through virtual means (e.g. LinkedIn), whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		A, I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Identified by:</b>
A self-starter who can work autonomously and make decisions	✓		A, I
Influential, persuasive and proven ability to negotiate and manage complex issues	✓		A, I
Able to take responsibility for own work, consistently achieving and delivering to high standards on-time, despite tight timescales and conflicting priorities	✓		A, I
Ability to work in collaboration with colleagues, partners and other stakeholders and work effectively within a team	✓		A, I

Outstanding writing skills, able to adapt to various audiences – including developing marketing copy and materials	✓		A, I, E
Outstanding interpersonal and verbal communication skills	✓		A, I
Excellent numeracy and analytical skills	✓		A, I, E
Excellent presentation and public speaking skills	✓		A, I, E
Excellent organisational skills, able to maintain accurate records, evidence and administrative/monitoring systems	✓		A, I
A good understanding of Social Media platforms and other digital communications tools, and the ability to use them to engage stakeholders remotely	✓		A, I
Strong IT skills, including a good working knowledge and use of Microsoft Applications and digital communication tools (e.g. Microsoft Teams and Skype for Business).	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Language skills e.g. Urdu, BSL, etc.		✓	A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Proven experience in effectively managing funder or client relationships with positive outcomes	✓		A, I, E
At least two years' experience in a Fundraising, Business Development or other income generation post	✓		A, I, E
An excellent track record in writing funding applications for Trusts, Foundations and Lottery funders		✓	A, I
Experience of homelessness, domestic abuse or mental health either as a person who has used services, a carer, worker or volunteer		✓	A, I
Experience of account management or business partnerships in the not-for-profit, public or private sectors		✓	A, I