

JOB DESCRIPTION

JOB TITLE	Fundraising & Grant Management Specialist This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.
TEAM	Operations
SALARY BAND	£30,500 - £34,000 <i>depending on experience</i>
REPORTING TO	Director of Operations
RESPONSIBLE FOR	CEO
DURATION	12 months fixed term (possible extension subject to funding)
LOCATION	Hibiscus Initiatives, Islington, London or homeworking
HOURS	35 hours (open to part-time)
PURPOSE OF ROLE	<p>To support the Senior Leadership Team in developing and implementing Hibiscus' Fundraising & Partnerships Strategy, primarily through fundraising activities, in line with Hibiscus' organisational strategy and priorities.</p> <p>To identify and plan funding approaches in support of the organisation's aims and objectives, with a particular focus on applying to charitable trusts, Lottery, statutory and other grant-giving bodies with the aim to grow Hibiscus' income and to sustain our current and future projects and services.</p> <p>To manage current funding relationships, providing excellent donor care and build relationships with funders who can support the charity's work long-term.</p>

THE INDIVIDUAL

Hibiscus is looking for someone who is motivated and passionate about the rights of migrant women affected by the criminal justice and immigration systems. In particular, anyone with knowledge of the critical themes related to Hibiscus' work including the criminal justice system and rehabilitation, immigration, and human trafficking.

We are looking for a candidate with successful fundraising experience (in particular with Trusts & Foundations, statutory bids, and/or corporate donations) and excellent writing, research, and stakeholder engagement skills.

KEY RESPONSIBILITIES

Fundraising and grant management

- Lead on Trusts, Foundation and Statutory fundraising at Hibiscus, developing a practical three-year fundraising plan and a clear case for support
- Manage a rolling programme of applications
- Plan and submit compelling, accurate and targeted proposals to charitable trusts and foundations, statutory and other grant-giving bodies, in support of Hibiscus work
- Prospect researching potential funders and strategic partnerships, in line with the Fundraising & Partnerships Strategy
- Develop and maintain a fundraising database which tracks applications and communication with external stakeholders
- Explore opportunities for Hibiscus to diversify its funding
- Work with Senior Leadership Team and Board of Trustees to identify contacts that may be used strategically and appropriately in fundraising capacity

Stakeholder engagement

- Develop a stewardship programme to ensure donors are thanked and timely high quality reports and updates are provided
- Promote and facilitate the participation of Hibiscus' clients in fundraising as appropriate and agreed by Senior Leadership Team
- Establish and maintain good working relationships with other members of the Hibiscus staff team and actively disseminate relevant information to colleagues
- Participate in events as requested with the aim of encouraging dialogue, promoting understanding and relevance of Hibiscus' work
- Attend and participate in regular team and staff meetings

Knowledge management

- Maintain a directory of fundraising stakeholders
- Maintain and update Hibiscus fundraising and development digital libraries and digital resources
- Document and file work in line with Hibiscus' agreed administrative systems
- Keep accurate record of key progress indicators to monitor impact, e.g. press coverage and fundraising applications, etc
- Maintain a database of case studies for funding purposes

Development and training

- Responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required
- Attend and prepare for regular one to one progress and yearly appraisal meetings with line manager any other supervision required
- Support Hibiscus staff team and volunteers with fundraising requests and work, in agreement with line manager
- Develop a broad understanding and awareness of developments in public policy and legislation regarding migrant women affected by the criminal justice system and related subjects by attending relevant training courses, regional and national meetings, and conferences

FURTHER INFORMATION

- The post holder must at all times carry out duties and responsibilities with due regard to Hibiscus equal opportunities policies and procedures.
- The post holder must ensure that personal information for clients, members of staff and all other individuals is accurate and kept secure and confidential at all times, in compliance with the Data Protection Act 2018.
- The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.

- The post holder is required to fully familiarise themselves with and comply with Hibiscus policies and procedures.
- The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report as necessary any untoward accident, incident potentially hazardous environment.
- The post holder will be subject to checks by the Disclosure and Barring Service.

This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to their grade, that are not listed above, at the direction of their line manager.

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PERSON SPECIFICATION

Essential

- Undergraduate degree in relevant field or equivalent qualification and/or experience
- Experience in developing and implementing fundraising strategies
- Writing complex bids for grants and contracts and successfully securing five+ figures fundraising gifts
- Written and verbal communication and presentation skills
- Strong organisational and administrative skills
- IT skills, including Microsoft packages, Outlook and the internet
- Knowledge of GDPR and implications of it on fundraising
- Awareness of and commitment to the ethos, aims and objectives of Hibiscus Initiatives and human rights in general
- Able to set personal priorities, objectives and deadlines while maintaining a focus on key priorities
- Can work on own initiative without supervision
- Works effectively as part of a team
- Effective at building and maintaining strong relationships with key partners
- Demonstrates emotional resilience and intelligence
- Able to acquire new skills and demonstrate a strong commitment to learning and continuous professional development for self and others
- Commitment to Equality and Diversity and anti-discriminatory practice in all areas of work

Desirable

- Can demonstrate political awareness and knowledge of political developments in respect of Hibiscus; immigration law and policy
- Working with disadvantaged groups
- Ability to communicate fluently in language other than English
- Can work flexibly, when required, including evening and weekend working when urgent need arises
- Knowledge of another language as well as English
- Understanding of the complex needs of foreign nationals who have been involved in the criminal justice system, and are under immigration rules and restrictions