

# Role profile

**Job title:** Grants Manager

**Reports to:** Head of Fundraising

**Date prepared:** February 2024

## Purpose

To manage the grants programme for the Royal Zoological Society of Scotland (RZSS), leading on activities which generate large-scale income from Charitable Trusts and Foundations, Lottery and Statutory funders. This will include managing and enhancing key funder relationships, increasing the volume and success of proposals and applications, managing reports and grant claims as well as identifying new funders and avenues for income generation.

As key member of the Fundraising team, contribute to the strategic plans for RZSS's mission and aims.

## Responsibilities

- Contribute to and support the implementation and delivery of the fundraising strategy and annual fundraising plans to meet agreed individual and team targets.
- Manage the RZSS grants programme to support our strategy and business plans, including identifying opportunities as well as setting and monitoring targets/budgets.
- Generate annual income in the range of £1m+ to support national and international conservation and engagement initiatives.
- Account manage and enhance relationships with major funders (£100k - £3m) and deliver first-class stewardship to maintain relationships, including organising site visits and events.
- Work on exceptionally large (£100k to £5m) or complex fundraising projects with significant level of risk and with strategic impact to revenue, including writing proposals and defining projects.
- Manage assigned RZSS fundraising projects to quality, time and budget targets ensuring clear, timely and concise communication as the project progresses.
- Manage, motivate, develop and review direct reports, following good practice and working within HR policy guidelines, so their performance meets or exceeds agreed performance standards.
- Manage calendar of reports and financial claims in accordance with funders' timetables (monthly/quarterly/annually) whilst working with project teams to ensure accurate reporting for all funding awards.
- Build and maintain a pipeline of UK and global Charitable Trusts, Foundations and major funders through on-going research and horizon-scanning.
- Identify and deliver opportunities to promote RZSS as a world class visitor attraction and gateway to nature, and position RZSS amongst major funders as an international leader in conservation and science, growing brand awareness, income and support, and safeguarding our brand reputation.
- Share the RZSS commitment to conservation and be an enthusiastic ambassador for RZSS.
- Ensure compliance with RZSS's policies, procedures, and guidelines, together with all relevant regulatory and statutory requirements.

- To engage with RZSS’s appraisal system, and demonstrate commitment to our values, behaviours and your continuous personal development.
- Perform other reasonable duties and/or projects as directed by your manager.

## Knowledge, skills and experience

Knowledge	Essential	Desirable
Educated to degree level in relevant subject or equivalent experience	√	
CIOF qualifications or equivalent experience	√	
Practical knowledge and understanding of fundraising and development	√	
Knowledge of grants management and stewardship principles.	√	
Demonstrate a good understanding of the external fundraising environment in Scotland	√	
Understanding of legal (including GDPR guidelines) and ethical requirements in fundraising	√	
Membership of relevant professional body e.g. CIOF (or willing to join)	√	
Full driving licence		√

Skills	Essential	Desirable
Competent in Microsoft Office (Word, Excel, Outlook, PowerPoint)	√	
Excellent standard of writing and verbal communication skills	√	
Ability to build and maintain effective relationships and can communicate confidently with a range of internal and external stakeholders.	√	
Ability to write compelling grant applications and reports	√	
Ability to think on your feet and prioritise workloads	√	
Practical application of using CRM databases e.g. Raisers Edge/ThankQ or another relevant database management system	√	

Experience	Essential	Desirable
Demonstrable extensive experience in a busy fundraising environment	√	
Demonstrable extensive experience of grants fundraising	√	
Experience of working with corporate funders		√
Experience of researching and managing donor information	√	
Developing and delivering prospect and donor events	√	
Database management, identifying constituencies and managing prospect lists	√	
Experience of working with minimal supervision, demonstrating good organisational and planning skills	√	
Experience of the Scottish and/or international conservation sector		√

## Behavioural competencies

Competency	Level	Essential	Desirable
Planning and Organising	Effectively organise resources and manage the team towards high performance, while encouraging people to achieve a work life balance	√	
Delivering Services and Experience	Maintain and promoted high-performance culture in the team	√	
Finding Solutions	Help people see a problem or solution from a wider RZSS perspective	√	
Team Working	Recognise when to refocus the team, or reprioritise activities, to achieve our goals	√	
Developing Talent	Proactively develop direct reports	√	
Communicating	Share your expertise and information you gather via structured conversations, briefings etc, and tailor them specifically for colleagues' needs	√	
Projecting Confidence	Champion the work of the team and build confidence in direct reports	√	

Influence	Use high level influencing relationships for the wider success of the Society.	√	
Gathering Information	Gather and study best practice and other relevant information from within and outwith the Society	√	
Thinking Big Picture	Creates strategies which extend across RZSS and the wider community	√	

