

JOB DESCRIPTION & PERSON SPECIFICATION

GRANTS MANAGER

BASE OF WORK

Brooke House with regular travel across the county

REPORTING TO

Head of Fundraising & Philanthropy

RESPONSIBLE FOR

Grants Officer

ROLE PURPOSE

Suffolk Wildlife Trust is an inspiring and impactful organisation with a compelling vision for our county “A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help”.

In the decade to 2030, we are committed to scaling up our activities across the county, to bring nature back to Suffolk. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.

As the Grants Manager you will lead and develop Suffolk Wildlife Trust’s grant fundraising function, growing sustainable income from grant making trusts and foundations to support the organisation’s strategic priorities and core costs. You will provide professional leadership to the grants officer, develop a strong and diverse funding pipeline, build effective relationships with funders and ensures high-quality applications, stewardship and reporting.

The Grants Manager will also provide insight into the changing funding landscape, identifying emerging opportunities and ensuring grant fundraising remains focused, strategic and impactful. This pivotal role will inspire funders to contribute to our vision for 30% of Suffolk being connected and well-cared-for by 2030 and to inspire the people of Suffolk to care about nature.

MAIN RESPONSIBILITIES

Every staff role has three key areas of focus known as the “Power of 3” to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these:

1) Management Development & Professional Lead

- Lead, line manage & develop the grants officer, creating a positive, collaborative and high-performing workplace culture.
- Set clear objectives and priorities, providing regular feedback, coaching and support to build capability and confidence.
- Act as the professional lead for grant fundraising, keeping up to date with best practice, funder expectations and emerging opportunities.
- Build strong relationships across the organisation, supporting colleagues to identify and develop strong funding opportunities.

2) Operational Leadership

- Lead the development and management of Suffolk Wildlife Trust's grants pipeline, ensuring a strong and balanced portfolio of prospective and active funders.
- Work with teams across the organisation to identify funding opportunities aligned with strategic priorities and core organisational costs.
- Develop effective approaches to prospect research, funder engagement, bid development and stewardship.
- Manage the grants calendar, pipeline and forecasting, ensuring applications and reporting are planned effectively and resources are prioritised appropriately.
- Develop and maintain strong relationships with trusts, foundations and other grant-making bodies, positioning Suffolk Wildlife Trust for future funding opportunities.
- Provide insight into the external funding environment, horizon-scanning for emerging opportunities, trends and changes in funder priorities.

3) Delivery and Accountability

- Lead the development and submission of high-quality, compelling grant applications that secure income against strategic organisational priorities and core costs.
- Ensure funding applications are evidence-based, outcome-focused and clearly demonstrate the impact and value of Suffolk Wildlife Trust's work.
- Oversee grant reporting, monitoring and stewardship, ensuring funder commitments are delivered and relationships are maintained effectively.
- Monitor income performance against targets, reporting on progress, risks, opportunities and pipeline development to senior management.
- Ensure accurate and effective use of fundraising systems and data, maintaining clear records of prospects, applications, awards and funder relationships.
- Take accountability for agreed grant income targets and contribute to the overall growth and diversification of unrestricted and restricted income.

Ensuring appropriate reporting of all accidents, near misses, and incidents to identify causes and prevent recurrence. Use your skills and experience to contribute holistically to the Trust's vision for a Wilder Suffolk.

PERSON SPECIFICATION

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back.
- Strong experience and track record of successful income growth from charitable trusts and grant-making organisations.
- Target driven with proven success of increasing income and engagement from funders.
- Good financial acumen skills for budgeting, event planning and ROI analysis.
- Track record of forging productive, collaborative relationships with a wide range of funders.
- Track record of effective business planning and delivery.
- Highly organised and efficient, with finely honed juggling skills!
- A supportive and approachable colleague with a high degree of personal integrity.
- Excellent IT skills and using the Microsoft 365 environment including Teams, SharePoint and CRM.
- Personal resilience to operate under pressure within the urgency the nature and climate crisis demands.
- Ambitious, forward thinking and open to continued professional development.

ADDITIONAL INFORMATION

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Suffolk.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.

OUR BELIEFS, VALUES & CULTURE

At Suffolk Wildlife Trust, our organisational culture matters. It helps us achieve more for wildlife and shapes how we work together every day. Your job description sets out what you'll do; what matters just as much is how you do it. We are a gutsy organisation - showing courage, determination & spirit - learning from experience and embracing new ideas. We are driven by our shared beliefs, organisational values and passion to achieve more for nature, and by supporting one another, staff & volunteers, to deliver our best.

Everything we do is anchored in our fundamental belief in the natural world: nature has value in its own right, we all share a responsibility for it and society thrives when nature thrives. Our values guide our decisions and how we operate: we show **tenacity** by leading by example and using our voice boldly for nature; we champion **inclusion** by valuing and respecting diverse voices and thinking; and we practise **pragmatism** by focusing on impact & choosing the methods, solutions and partnerships that best support nature's recovery. Our culture brings these beliefs and values to life: we are nature-led, collaborative and trusting; we are reflective and evidence-led & we always work safely and responsibly.

WILD ABOUT INCLUSION

We are committed to being an inclusive organisation where everyone is welcome. As a conservation charity, we recognise the value of diversity both in nature and in our staff & volunteers. Suffolk Wildlife Trust is an organisation where everyone feels respected, valued & empowered to contribute, so that together we can deliver our vision, mission & strategic goals for a wilder Suffolk.