
JOB DESCRIPTION

Job Title:	Grants and Fundraising Officer
Responsible to:	Directly: Director of Enterprise, Community and Youth Indirectly: Head of PR and Communications
Salary:	£35,000 per annum
Based at:	Birmingham office: 300 Reservoir Rd, Erdington, Birmingham, B23 6DF. This is a hybrid role with a minimum of 3 days per week in the office. Regular travel is required across Birmingham and Coventry between sites, as well as to external events and meetings.

Organisation Context

YMCA Heart of England is an independent charity, and registered provider of social housing, affiliated to the national and international YMCA Movement. YMCA enables people to develop their full potential in mind, body and spirit. Inspired by and faithful to our Christian values, we create supporting, energising and creative communities where young people can truly belong contribute and thrive.

Since 1849 we've been serving the people of Birmingham, Coventry and Warwickshire in a variety of ways from numerous locations across the region. Today we:

- Provide over 350 units of supported accommodation to people who have been homeless, helping them to live independently.
- In addition we provide general needs accommodation for when they no longer need the intensive support YMCA traditionally provides
- Provide affordable childcare from our nursery, trying to give children the very best start in life.
- Provide out-of-school clubs, and holiday playschemes for older children.
- Provide youth services and safe spaces for young people to engage and interact

We employ around 100 people who are supported by a team of volunteers, without whom we simply wouldn't be able to offer the range of services that we do.

Everything we do is focused on delivering our mission, which is:

To inspire young people to discover their potential so that they can live life in all its fullness.

Job Context

The post holder will work closely with the Director of Enterprise, Community and Youth, and the Head of PR and Communications. The role involves:

- Researching and gathering information on potential donors, funders, and grant opportunities
- To lead on funding bids and build strong, long-term relationships with donors and funders.
- Taking a creative and broad approach to planning and writing funding applications
- Managing application processes with strong attention to detail
- Using good written and interpersonal skills to engage funders and support partnerships

The post holder will be expected to take an active interest in all areas of YMCA Heart of England's strategic plan and objectives. They must also develop and maintain a clear understanding of the wider YMCA movement, its mission and strategic direction, to align funding work effectively. The role will also involve working closely with other senior leaders when required, to support cross-organisational priorities and ensure funding efforts align with broader strategic goals.

Job Purpose

To raise income through identifying, securing, and managing funding opportunities that support YMCA Heart of England's strategic objectives. This includes writing compelling funding bids, building relationships with donors and funders, and supporting the development of fundraising initiatives. The post holder will work closely with senior leaders to align funding activity with organisational priorities and contribute to the long-term sustainability of YMCA programmes.

Key Responsibilities

1. Develop and maintain a clear understanding of YMCA Heart of England's projects, priorities, and funding needs.
2. Research and identify suitable grants, trusts, foundations, statutory funders, and individual donors aligned with strategic objectives.
3. Prioritise funding opportunities based on potential impact, strategic fit, and deadlines.
4. Gather project information, including budgets, from relevant colleagues to support funding applications.
5. Write high-quality, compelling funding proposals and grant applications in collaboration with the Director of Enterprise, Community and Youth and the Head of Communications.
6. Develop a pipeline of funding applications to meet annual income targets.
7. Build and manage relationships with new and existing funders, acting as the primary contact where appropriate.
8. Work with the Head of Communications to:
 - a. Develop supporting materials for funding applications
 - b. Improve donor communications and engagement methods
 - c. Keep the fundraising sections of the website up to date
9. Assist with the planning and delivery of fundraising events and meetings with prospective funders.

10. Manage and maintain a donor and funder database (including Gift Aid and non-financial information) in line with data protection policies.
11. Support the implementation and use of a CRM system to capture quantitative and qualitative data to support data-informed decision-making.
12. Monitor and track funding application progress, outcomes, and relationships using agreed KPIs.
13. Maintain accurate records of applications and funding cycles, ensuring deadlines for reporting and renewals are met.
14. Work with the finance team to:
 - a. Confirm funding approval before submission
 - b. Ensure funding is correctly processed and acknowledged
 - c. Provide financial reports in the required format
15. Support monitoring and evaluation processes, ensuring reporting to funders is timely, outcome-focused, and impact-led.
16. Prepare and present regular progress reports on income, funding activity, and success rates to the Senior Leadership Team.
17. Support organisational compliance with relevant fundraising legislation, codes of conduct, and grant conditions.
18. Carry out all related administration, including meeting coordination, report submissions, and funder correspondence.
19. Work with senior leaders as required to align funding work with wider strategic and operational goals.
20. At all times to act in accordance with the ethos and values of the association and the general standards expected of all employees of YMCA Heart of England, including
 - a) To respect and promote the association's Christian ethos and uphold its values, namely:
 - **Inspire:** We inspire people to be the best they can be through their experience and interaction with us.
 - **Believe:** Our faith means that we believe in people's potential and have confidence for a positive future.
 - **Excellence:** We seek excellence and deliver quality services by setting high standards and going the extra mile.
 - **Compassion:** We serve others with compassion and kindness in order to transform lives and communities.
 - **Integrity:** Our ethos supports us to challenge ourselves and others to do the right thing at all times.
 - b) To promote a caring, helpful and unbiased attitude towards all employees, service users, trustees and members of the general public, and to maintain an impeccable standard of honesty and professionalism in all such dealings;
 - c) To uphold at all times the principles of equality and diversity and to report any discriminatory or abusive behaviour to your line manager (or if necessary, Senior Management) so that appropriate action can be taken
 - d) To adhere to YMCA Heart of England's Health & Safety, Equal Opportunities and all other policies and procedures, and to contribute as required to their review and development
 - e) To carry out any other duties not detailed in this Job Description, but in line with the overall purpose of the role, as directed by your line manager

- f) To promote the activities of YMCA Heart of England in a positive way to all staff, service users, other organisations and the general public.

Person Specification – Grants and Fundraising Officer

Criteria	Essential	Desirable
Alignment with Ethos and Values		
Good understanding of, and genuine respect for, the ethos and values of YMCA Heart of England.	X	
A wholehearted commitment to working and conducting self in accordance with the ethos and values of YMCA Heart of England.	X	
A wholehearted commitment to promoting the association's Christian ethos and to upholding its values within your area of responsibility.	X	
An understanding of, and commitment to, the principles of equality and diversity.	X	
Skills		
Excellent written communication skills, with the ability to produce clear, concise and persuasive funding applications.	X	
Strong interpersonal skills and the ability to build effective relationships with funders, donors, and colleagues.	X	
Strong organisational and project management skills, including the ability to manage multiple funding streams and deadlines.	X	
High attention to detail, especially in managing application processes, reporting, and compliance.	X	
Ability to analyse funding requirements and align them with organisational strategy.	X	
Confident in using CRM systems, databases and Microsoft Office applications.	X	
Knowledge		
Knowledge of grant-making processes, funding cycles, and donor engagement strategies.	X	
Understanding of the charitable, voluntary, or public sector funding environment.	X	
Awareness of data protection and ethical fundraising standards.	X	
Understanding of how to collect and use qualitative and quantitative data to inform fundraising decisions.	X	
Experience		

Proven experience of successful fundraising, including writing grant applications and securing funding from trusts, foundations, or statutory bodies.	X	
Experience developing and maintaining a funding pipeline and managing funding relationships.	X	
Experience working collaboratively with senior staff or leadership teams.	X	
Experience using CRM systems to manage donor data and track engagement.	X	
Experience preparing reports for internal stakeholders and external funders.	X	
Experience supporting fundraising events or campaigns.		X
Qualifications		
Educated to degree level or equivalent relevant experience in a fundraising, communications, or project-based role.	X	
Fundraising or project management qualification (e.g. IoF Certificate, PRINCE2).	X	
A full, clean driving licence and willingness to travel. Must hold valid business insurance for use of a vehicle for work-related travel.	X	