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## Grant Writer

Reports to: Operations Manager

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### POSITION DESCRIPTION

#### Position purpose

The Grant Writer is responsible for gathering documentation and fulfilling the necessary requirements of various funding bodies to formally seek funding on behalf of the organisation.

#### Main tasks

Core objectives include:

- Researching and assessing funding opportunities that align with Elevate Christian Disability Trust's vision and values. Including identifying potential risks or challenges from the funding.
- Writing high quality, organised and compelling grant applications.
- Work with regional ministry leaders, team members and camp committees to apply for funding for their regional group, camp, event, or programme.
- Assist with managing the accountability requirements of approved grants.
- Create a system for recording future and historic funding applications.
- Assist the Management Team to build effective working relationships with funders and stakeholders.
- Assist the Management Team with development of a strategic and operational fundraising plan.
- Prepare and write accountability, audit and outcome reports for funders. Where necessary, in collaboration with management or trustees.

The above list is not exhaustive, and the role may change to meet the overall objectives of the business.

#### Other Duties

Additional duties include:

- Respond appropriately to enquiries, both over the phone and by email.
- Contribute to staff meetings, and planning meetings where applicable.
- Where possible, visit ministry groups and take part in events to assist with understanding the organisation.
- Fulfil other duties as required by management

#### Required qualities

- Professional approach
- Excellent organisational and time management skills
- Excellent attention to detail
- Good customer service
- Excellent written and verbal communication skills

### PERSON SPECIFICATION

#### Qualifications, Experience & Knowledge

- Degree level qualification in English, Journalism, Media, or related field
- At least 1-2 years' experience in a similar role
- Advanced working knowledge of Microsoft 365 desirable

- Skills & competencies**
- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
  - **Excellent Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
  - **Attention to detail:** excellent attention to detail, especially for reporting, data entry and communication.
  - **Teamwork:** willingness to assist and support others as required and get on with team members. Quick to acknowledge others contributions, emphasize team over self, ask for help when needed and not be concerned with status.
  - **Interpersonal Skills:** the ability to be interpersonally appropriate and aware. Good judgement and intuition around people and group dynamics.
  - **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties in an efficient and timely manner
  - **Motivated:** self-motivated and diligent, a strong work ethic and commitment to development and growth.
  - **Christian Character:** strong Christian character and values that actively guide decisions and life.