

JOB DESCRIPTION



Job Title	Senior Grants Manager	Duration	Permanent
Division	Grants	Hours/FTE	36
Dept	Development		
Reports to	Head of Grants	Direct Reports	Grants Manager Grants Officer

Context

The Grants Team manages the V&A's relationship with grant-makers. We play a critical role in raising funds to help realise the V&A's ambitions, including FuturePlan capital projects, acquisitions for the collections and our world-class exhibitions and learning programmes. Working closely with other teams in Development and wider V&A teams, we are responsible for identifying and researching prospects, coordinating applications, and building relationships with grant-making organisations and key individuals.

Main Purpose of job

The Senior Grants Manager will raise funds by developing relationships with and coordinating successful applications to trusts, foundations and public sector grant-giving bodies. You will take a senior role in funding applications and manage your own portfolio of supporters whilst working closely with the Head of Grants, and other staff as appropriate. The Senior Grants Manager will also be responsible for line managing the Grants Manager and Grants Officer.

Key Responsibilities

Responsible for the co-ordination, writing and production of high-quality applications to trusts, foundations and public-sector funders to raise funds for the museum's priority projects. Support and assist the Head of Grants as required on larger complex applications.

To independently manage own portfolio of trusts and foundations as well as assisting the Head of Grants on stewardship of major supporters.

Instigate research into trusts, foundations and the public sector in the UK and abroad, seeking out new opportunities in collaboration with the Head of Grants.

To work closely with the Head of Grants to devise cultivation strategies for new trusts and foundations and to work with the rest of the department to develop and deliver cultivation events.

Oversee the effective administration and stewardship of funders, including meetings, financial administration, update reports (including finances) and crediting.

Work closely with the Head of Grants on FuturePlan fundraising campaigns and be the lead contact for Grants on certain campaigns.

Manage the workload and continuous professional development of the Grants Manager and Grants Officer.

Collaborate across the Development Department, in particular with Philanthropy, Corporate Partnerships and

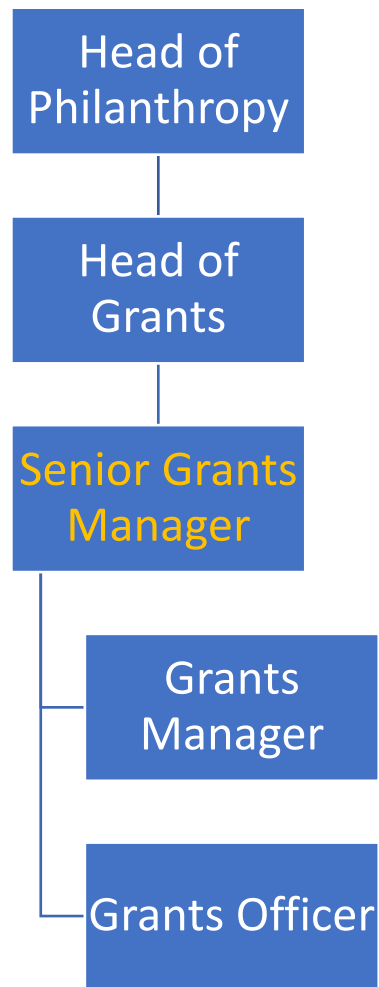
Patrons teams, to coordinate approaches and secure funds for projects.
To promote collaboration with other museum departments to ensure effective information gathering for the production of proposals and reports.
Be fully aware of the legal issues and tax effective giving from trusts and foundations and ensure that the V&A complies with the necessary rules and regulations in respect of this.

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role

PERSON SPECIFICATION

Job Specific	Experience of managing relationships with and securing six-figure grants from high value trust, foundation and public sector grant-maker relationships, with expert knowledge of UK trusts and foundations
	Ability to understand a complex organisation and articulate the V&A's programme and activities
	Experience of research resources and techniques relevant to fundraising
	Able to work effectively and diplomatically with key individuals both within and outside the V&A at the highest levels
Core Skills	Outstanding writing skills, with the ability to communicate complex ideas in an engaging manner with a wide range of audiences
	Excellent interpersonal skills, with the ability to negotiate, influence, manage expectations and build relationships with a wide range of people, including colleagues and external parties
	Experience of using MS Office and other relevant IT systems (including donor management databases) to an intermediate / advanced level
	Proven ability to manage a high workload and multiple priorities whilst meeting deadlines
Behaviours	<p>Respects others' expertise, time, perspectives and contribution.</p> <p>Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes</p> <p>Open to change, new ideas and suggestions; looks for opportunities for improvement and self-development</p> <p>Works with others outside their own department in a collaborative, understanding, and, engaging way.</p> <p>Actively leads and manages others, taking ownership of corporate decisions and role models positive behaviours.</p>
Desirable	<p>Experience of people management.</p> <p>Previous experience of working within a grants or major gifts team.</p> <p>Experience of leading on or assisting with applications to major trusts, foundations and public-sector funding bodies.</p> <p>Experience of working within a museum or cultural organisation.</p>

Position in the team



Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.