



THE CARES FAMILY

## **Grants Coordinator (Trusts and Foundations)**

### **ROLE FEATURES**

- Salary: £28,000 - £32,000 (dependent on experience)
- Permanent Role: 37.5 hours per week
- Location: Remote working during the pandemic, then based in London, Liverpool or Manchester
- Reports to: Partnerships Manager (Trusts and Corporates)
- Annual Leave: 26 days' holiday per year plus bank holidays

***The Cares Family is an anti-racist, anti-discriminatory organisation. We particularly welcome applications from Black, Asian and Minority Ethnic people, people with disabilities and people from lower income and diverse educational backgrounds who may be under-represented in our organisation.***

The Cares Family offers flexible working hours.

### **ABOUT THE CARES FAMILY**

The Cares Family's mission is to **help people find connection in a disconnected age**. Our objectives are to **reduce loneliness and isolation; improve people's connection**, belonging, purpose and power in a changing world; and **bring people together** to reduce social, generational, digital, cultural and attitudinal divides.

Over the last decade our model has grown from a tiny idea in a single place into a national leader. Combined, North London Cares (founded in 2011), South London Cares (2014), Manchester Cares (2017), Liverpool Cares (2018) and East London Cares (2019), have connected some **25,000 older and younger neighbours** to share nearly **1 million interactions** and **250,000 hours**.

Those relationships have had a dramatic impact. 98% of young people involved say they have a **stronger connection to the community** and **98% say they are able to contribute** in new ways. 73% of older people involved say their **isolation is reduced**; 86% are better **able to appreciate the changing world**; and 77% say their **relations with young people have improved**. Neighbours report feeling a deeper sense of belonging, and **'part of something bigger'** than their own lives.

But as the **pandemic** has shown, loneliness is not just a **personal crisis**; it's also a broader **public health crisis** and a national **political crisis**. It affects millions of people – from people working from home or cooped up in university halls, to new parents; middle aged men to digitally savvy teenagers; LGBTQIA+ people to new migrants. In fact, those who are **already marginalised in society experience its consequences the most**. This matters deeply, because loneliness causes depression, anxiety, strokes and heart attacks. In a world in which people are increasingly withdrawing from one another and spending less time with people who are not 'like them' it is also contributing to wider **inequity, stereotyping, polarisation and othering**.

The Cares Family has been improving **individual** lives and community togetherness for ten years, and more recently we've been growing our work to **challenge systemic and cultural norms** – through new projects, storytelling and campaigns that are rapidly increasing the profile of our work to help make more lasting change. In 2018, the then Prime Minister launched the government's first ever loneliness strategy at a Cares

Family social club. The same year, our CEO was appointed one of **20 inaugural Obama Fellows**, bringing global attention to the issues of loneliness and disconnection and the work we are doing at The Cares Family to reduce them. We have received coverage in The Economist, The Times, The Guardian, The Telegraph and on BBC1's News at Ten and Channel 4 News.

With the arrival of the pandemic, **loneliness and disconnection are better understood than ever and empathy for people experiencing them has increased**. The Cares Family therefore has an opportunity to make an even bigger difference in the years ahead. Our current three-year strategy to achieve that is threefold:

- To **consolidate our operations** to ensure we make the biggest impact possible.
- To **go deeper with our existing local intergenerational communities** to make the biggest difference we can in people's lives.
- To **spur a national ripple effect across the UK** by sharing what we have learnt to help others to develop organisations connecting their own communities in their own ways, and to help influence broader systemic, cultural and public behaviour change.

### **ABOUT THIS ROLE**

As The Cares Family's **Grants Coordinator**, you will work closely with our Head of Development, Partnerships Manager, and the wider Development Team of 11 fundraisers to provide **exceptional relationship management** for our active grants and portfolio of hundreds of **Trusts and Foundations**.

In this role, you will be tasked with identifying new opportunities and engaging with new and existing funders by composing **timely and high quality written proposals and impact reports**. Your excellent **stewardship and relationship management face to face, on the phone and in writing** will enable you to maximise opportunities, uplift gifts and secure new income for The Cares Family.

You will generate a minimum of **£100,000 a year from small and medium sized Trusts and Foundations** (grants of up to £25,000 each) across the five branches of The Cares Family.

This is an exciting time to join our friendly, high performing and ambitious fundraising team. Our Trust function has **grown significantly over the past three years**. This role will crucially enable the team to build on its successes to date to maximise opportunities, steward our growing portfolios, secure new partnerships and raise vital new income.

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With so much of this role depending on excellent account management, we need a real **people-person**, someone who considers themselves to be an excellent communicator and writer, who can build relationships and craft compelling written narratives, often at pace.

### **YOUR KEY COMPETENCIES**

We are looking for someone who is ambitious about raising income, and enjoys working as part of a warm, collaborative and busy team.

#### **Responsibilities:**

- **Delivering our ambitious fundraising strategy** for growing income from Trusts and Foundations, including a minimum personal income target of over £100,000 per year.
- **Working with autonomy to manage a personal pipeline** of existing and prospective Trusts and Foundations, and managing multiple relationships and competing demands.
- **Developing compelling funding proposals** to demonstrate partnership benefits and ensuring propositions for funding are developed together with key stakeholders.

- **Carrying out research** to identify new funds to grow the prospect pipeline.
- **Delivering excellent stewardship** and comprehensive reports to secure renewals and uplifts from funders.
- **Ensuring fundraising systems and processes within your donor portfolio are fit** for purpose and well maintained, from Salesforce to donor platforms, and compliant with charity, fundraising and data regulations.
- **Working collaboratively** with the Development team and Delivery teams to support our vision.
- **Attending key events and seminars** to showcase our work to potential partners and donors and being an ambassador for The Cares Family at events, supporting our vision, building our profile and enhancing our reputation.
- **Presenting passionately and telling powerful stories** about our core delivery activities to key prospects and partners.
- Fostering a **culture of learning, and best practice** across the Development team.
- **Supporting The Cares Family with strategic priorities** to secure new income.
- Any **other duties** as reasonably required by The Cares Family to support our mission.

#### **Essential Skills, knowledge and experience:**

- Experience creating compelling cases of support through written and verbal bids to small and medium sized trusts, foundations and grant making organisations, or equivalent copy writing skills developed in an academic, charity or private sector setting.
- Track record of income generation in a fundraising or commercial role.
- A real people-person and powerful communicator: someone with excellent cultivation, negotiation and of course written and storytelling skills, but also the tenacity and hunger to create new opportunities.
- Experience working independently or with minimal supervision to manage a number of partnerships, including prospecting and stewarding, accurate reporting and renewals, whilst also seeking new funding opportunities.
- A numbers-person: someone skilled at considering budgets, and at ease working with systems and bespoke CRM databases (preferably Salesforce).
- Good working knowledge of MS Office software – Word/Excel/PowerPoint.

#### **Personal attributes:**

- You are ambitious in nature and work with great autonomy and independence to manage your donor portfolio.
- You are mission driven and empathetic, with a powerful connection to our mission.
- You embrace The Cares Family's values (and champion behaviours that demonstrate these in your day to day work).
- You are collaborative, seeking to work with others to achieve a shared vision and to build relationships by sharing information and expertise.

#### **Other requirements:**

- You are able to obtain a clear DBS certification (provided).
- You have the flexibility to work evenings and weekends (with time off in lieu).
- You can provide the details of two references from paid work (referees will only be contacted after a successful interview process).

**Deadline: Wednesday 2nd February 2022, at 23:59**

## **HOW TO APPLY**

To apply for this role, please submit:

### **Task 1: CV**

Please attach your CV

Requirements: Word doc, Google doc or pdf. Maximum two pages.

Please name your file: [YOURNAME] CV

**Note:** We do not need to see your educational history. We are most interested in your previous work experience, whether that be paid or voluntary.

### **Task 2: Your skills, knowledge and experience**

Please submit a cover letter (maximum two pages) or video (maximum three minutes) highlighting how you meet the skills, knowledge and experience required for this role as outlined in the job specification.

Requirements: Word doc, Google doc or pdf.

Please name your file: [YOURNAME] Task2

Successful applicants will be invited to attend an interview in the week beginning **14th February 2022**.

If you have any questions about this vacancy or application process, please email:

[catrin.thomas@thecaresfamily.org.uk](mailto:catrin.thomas@thecaresfamily.org.uk)

[CLICK HERE TO SUBMIT YOUR APPLICATION](#)