

<b>Job Title:</b>	<b>Proposal Development Executive</b>	<b>Job Band:</b>	Band 3
<b>Reporting to:</b>	Head of Trust Statutory & Partnerships	<b>Size of Team:</b>	10
<b>Direct Reports:</b>	0		

This role will lead on the production and management of restricted funding information and reporting on progress against restricted fundraising targets, to guide decision-making and monitor progress against targets. The role will support the Fundraising department, ensuring that fundraisers have the information they need about St John Ambulance, The Priory of England and the Islands of The Order of St John. Ensuring that all restricted proposals reflect the organisation's priority funding needs. It is envisaged that the Proposal Development team will grow further over the coming years

## Key Responsibilities

- Lead on the implementation of the restricted funding plan to meet the needs of the Fundraising department by having the relevant information available to maximise restricted income, and ensuring it is in line with the new fundraising strategy.
- Manage the development and provision of high-quality project information, budgets and donor ready proposals.
- Liaise with a variety of internal teams to broker the development of funding proposals - including Finance and Operations teams - ensuring the prospective ask aligns with their planned delivery, budget and objectives.
- Support the Head of TSP to work with operations leadership to clarify priority funding needs, monitor funding gaps and manage issues and challenges.
- Work in partnership to improve the pipeline of restricted projects for which the fundraising division raises money, and which will ensure that fundraising targets are achievable.
- Build an excellent knowledge of all areas of St John Ambulance's work, as well as maintaining an understanding of policy developments, programme innovations and developments within the wider charity sector
- Work across the organisation to ensure that the proposal content is: aligned with the organisation's strategy; viable and accurately costed; and fit for purpose for different fundraising audiences.
- Project manage the proposal development process from concept through to submission stage; sharing insights and lessons learned across Fundraising.
- Manage the maintenance, development and monitoring of restricted funding systems and processes, including the Raiser's Edge database, ensuring fundraisers across the department utilise systems and processes correctly.
- Lead on the monitoring and evaluation of restricted funds. Producing reports for Fundraising Leadership to monitor fundraising income, activity, and progress against annual targets.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

## You will

- Be able to work on your own initiative
- Be willing to travel and work out of normal office hours when required

## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to GCSE level or equivalent (Grade C), minimum of 5 including Maths & English	✓	
Project Management qualification		✓
<b>Experience</b>		
Experience of service delivery in a Trust and Statutory fundraising team	✓	
Experience of programme development in fundraising.	✓	
Experience of using databases and producing data-driven management information reports	✓	
<b>Skills, knowledge and abilities</b>		
Knowledge and understanding of fundraising principles and the solicitation/donor care process.	✓	
Good organisational and time management skills, with the ability to meet deadlines and manage conflicting priorities.	✓	
Ability to positively contribute to the work of the team and work together to achieve goals.	✓	
Ability to develop and manage strong and positive working relationships across an organisation.	✓	
Excellent interpersonal skills, in particular relationship building and communication skills.	✓	
Analysis, decision-making and problem solving skills.	✓	
A good level of numeracy with the ability to interpret financial reports.	✓	
Excellent computer literacy skills to include Microsoft Office and databases.	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: RM

Date of preparation: March 2019



## BE PART OF A LIFE SAVING TEAM

