

# GRANTS AND MAJOR DONOR OFFICER JOB DESCRIPTION



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| <b>Reporting to</b>          | Fundraising and Marketing Manager   |
| <b>Working pattern</b>       | Flexible working options: hybrid or remote with offices in High Wycombe and Aylesbury |
| <b>Hours</b>                 | 30 hours a week with some weekend and evening working                                 |
| <b>Starting salary range</b> | £25,776 - £27,916   |

## About the role

A new role, the Grants and Major Donor Officer will play a vital part in helping us secure the funding we need to support people experiencing homelessness across Buckinghamshire. Building on our strong foundation in grant fundraising, this role will involve researching, developing, and managing funding applications and donor relationships for Wycombe Homeless Connection (WHC). While employed by WHC, you'll provide one day a week of dedicated support to Aylesbury Homeless Action Group (AHAG) with whom we work very closely.

This is a role for someone who loves inspiring people to support our work, while helping to strengthen the systems and processes that make our grant and major donor fundraising, reporting, and impact measurement more effective across both organisations. You'll ensure our supporters feel valued, informed, and connected to our work and help us and them see how their support can make a real difference and influence our work.

## Grants and Trust fundraising (WHC & AHAG)

- Grow our income from grants and trusts, building on the strong base already in place.
- Research and identify suitable trusts, foundations, and statutory funders that fit our priorities (including joint bids with relevant partners where appropriate).
- Write clear, inspiring, evidenced funding applications, expressions of interest, and proposals.
- Manage grant agreements, reporting, monitoring, and evaluation needs.
- Keep track of funding opportunities, deadlines, and potential renewals.
- Build and maintain positive, professional relationships with funders.
- Work with staff and volunteers to meet income targets, offering support and guidance where needed.

## Major Donor fundraising (WHC focus)

- Help develop and deliver a major donor programme for Wycombe Homeless Connection
- Identify and research potential major donors, and build long-term relationships with existing ones
- Write tailored proposals, impact updates, and work with our Communications Officer to create impactful donor communications
- Support donor engagement activities such as meetings, briefings, and events
- Work with staff and volunteers to help meet fundraising goals, providing support and resources as needed

## **Systems, processes and impact**

- Develop and maintain simple, effective systems to support grants and major donor fundraising
- Set up and manage clear processes for tracking applications, decisions, deadlines, and reporting
- Keep accurate and up-to-date records using CRM systems or funding databases
- Gather and use impact data, outcomes, and case studies to create engaging reports for funders and our own communications
- Turn evaluation data, client stories, and statistics into strong evidence for applications and reports, working with the Communications Officer
- Help develop consistent ways of reporting impact, effectiveness, and value for money
- Share learning to improve future fundraising and strengthen how we work as organisations

## **Secondment responsibilities (AHAG, one day per week)**

- Work closely with AHAG leadership to deliver agreed fundraising priorities
- Lead on grant applications, reporting, and relationships with funders for AHAG
- Help improve systems and processes for managing grants and reporting within AHAG

## **General Responsibilities**

- Provide regular updates to both organisations so everyone stays aligned and time is used effectively
- Work collaboratively with colleagues, trustees, and volunteers across both organisations
- Ensure all fundraising follows legal, regulatory, and best-practice requirements
- Contribute to fundraising plans, income forecasts, and reporting
- Represent both organisations professionally to external partners and supporters

## **About you**

At Wycombe Homeless Connection, we believe great fundraising is built on strong relationships, clear storytelling and a genuine commitment to social justice. We know it is unlikely one person will meet every requirement and we are committed to being flexible and supportive in how we recruit and develop people in this role.

This role is well suited to someone with experience in securing grant funding and/or working with major donors, who is motivated by making a real difference to people experiencing homelessness. You will bring confidence, care and persistence to your work, and enjoy turning impactful stories, activities and evidence into compelling cases for support.

You will be comfortable working independently, while also valuing collaboration with colleagues, volunteers and partner organisations. You will be organised, thoughtful and motivated by outcomes, with a strong sense of purpose behind your work.

## **To thrive in this role, you will have:**

- Experience of grant fundraising and or major donor fundraising
- A proven track record of securing funding from trusts, foundations, statutory funders or individual donors
- Strong written skills, with the ability to communicate impact clearly and accurately
- The ability to manage multiple funding applications, deadlines and relationships at the same time
- Confidence in building and maintaining positive relationships with funders and stakeholders
- Experience of developing or improving fundraising systems, processes or pipelines
- An understanding of the charity sector, particularly homelessness, poverty or social inclusion

## **Desirable experience**

- Knowledge of statutory or local authority funding.
- Experience working in a small or medium-sized charity, including alongside volunteers.
- Familiarity with CRM systems or grant management databases including developing them for use. Our current system is Donorfy.
- Experience of monitoring, evaluation and impact reporting.
- The ability to work across two organisations, both independently and as part of a team

## **How you will work**

You will enjoy working as part of a collaborative and supportive team, while taking responsibility for your own areas of work. You will be proactive, resourceful and willing to find creative solutions to challenges as they arise.

You will have strong time management skills and be able to manage several projects at once. You will be comfortable with change as we develop our services in response to the needs of people experiencing homelessness.

You will understand the importance of confidentiality and trust, and will handle sensitive information with care and professionalism.

Above all, you will share our commitment to ending homelessness, be happy working in a hristian-led charity, and to working with dignity, compassion and respect.