



Title: Grants Officer

Reporting to: Deputy Director – Director of Programmes

Location: London, UK

Contract type: Permanent contract

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### **Job Description Overview**

The Grants Officer plays a key role at DPI, working closely with the Chief Executive Officer to build the organisation’s donor base and diversify income streams, with an emphasis on governmental funding, as well as grants and trust fundraising.

The Grants Officer is responsible for identifying and pursuing diverse funding streams; writing applications, report backs and progress letters to meet existing and future funders’ guidelines; monitoring the implementation of projects to ensure funders’ guidelines are met; and liaising with funders and other stakeholders. The Grants Officer works closely with the Finance Officer to ensure timely and accurate financial reporting to donors.

### **Key Responsibilities**

#### Fundraising Strategy Development

- Leads the work on developing a short, medium and long-term fundraising strategy for DPI
- Researches a wide range of funding opportunities, using international directories
- Explores and reaches out to CSR schemes
- Utilises DPI staff, Council of Experts and Board member networks for potential funding avenues
- Corresponds with potential donors and funders and nurtures relationships over time

#### Grants Writing and Management

- Assesses DPI’s eligibility and prepares funding proposals in line with donor criteria

- Ensures that deadlines for applications are met
- Ensures that deadlines and criteria for donor reporting are met, including financial reporting in close collaboration with the Finance Officer
- Ensures that the Chief Executive Officer is kept aware of organizational obligations and opportunities in relation to fundraising
- Supports the Finance Officer on financial reporting to donors

#### Donor Relationship Management

- Maintains and strengthens relationships with existing and prospective donors
- Prepares and disseminates Quarterly Updates or other updates to all donors, Board members, Council of Experts and key partners
- Prepares and oversees the dissemination of Annual Reports, including the Trustee report
- Prepares background information ahead of DPI meetings with donors and prospective donors
- Attends meetings on behalf of DPI as appropriate and necessary
- Oversees donor communication history, ensuring that notes and information are logged and shared with relevant staff

#### Administrative Tasks

- Maintains an accurate record of donor relations on the donor Salesforce database
- Ensures an effective and clean shared drive structure for files relating to grants and fundraising, including financial reports