

Foundation Scotland

Foundation Scotland [FS] is part of a global network of 1,800 community foundations which encourage philanthropy and other independent funding, and which strengthen voluntary and community sectors where they operate. A quality accredited, independent registered charity, FS is the only community foundation in Scotland. With a national role, we enable independent funding to improve the lives of individuals and communities.

The Role

Purpose

Reporting to the Head of Philanthropy and Quality / Community Funds Manager, the role will:

- Support the efficient delivery of a range of philanthropic and/or community funds, with a range of funding and donor requirements.
- Support a range of grant management activity linked to high volume rounds and/or funds.
- Assess funding requests, mainly under £10,000, from organisations of varying capacity and size.
- Supplement general grantmaking administrative functions as and when required.

Working with:

- Grant Applicants
- Grantees
- Colleagues
- External Assessors
- Donors

Main Responsibilities

1. Grant Administration

- Respond to enquiries from applicants and grantees including on the charitable nature of awards.
- Process funding requests through Foundation Scotland's CRM database including post-award grant management, providing information and feedback to applicants and grantees and monitoring the fulfilment of award requirements (terms and conditions) for single and multi-year awards.
- Exercise judgement about where variances, changes or issues can be resolved or need further consideration and/or authorisation to ensure grant deliverables are achieved.
- Review monitoring reports to ensure compliance, sourcing and compiling impact stories or other relevant communications material for Fund reporting or wider Foundation Scotland purposes.

2. Programme / Fund Administration

- Administer small grant programmes where Foundation Scotland has devolved decision making; liaise with stakeholders as required to ensure terms and conditions are fulfilled and that the Fund Advisers have adequate updates to inform decision makers about impact.
- Support Fund Advisers with administration of fund arrangements; for example, small donor advised funds within the Philanthropy Team or devolved funds within the Communities Team; including monitor conditions and payments, and support with preparation of donor reports.

3. Funding Assessments

- Assess grant applications, undertake proportionate due diligence, and compile assessment reports for a range of decision makers.
- Remain current with the Foundation Scotland Assessor Handbook, which details who and what is eligible for funding.

4. Events

- Support the administration and organisation of events, such as stakeholder events and project visits.

5. Team, Impact, Professional Development

- Contribute to a range of team activities, including contributing to team meetings.
- Contribute to Impact: monitoring and evaluation processes, learning from funding programmes
- Engage in opportunities to develop own skills, experience, and knowledge

Person Specification

Essential

- Experience in grant-making in a not-for-profit environment.
- Strong reading, numeracy and analytical skills, and the ability to process large volumes of information quickly and accurately.
- Strong written skills, applied particularly in report formats and short research projects.
- Capable in the use of standard Microsoft Office applications: Outlook, Word, PowerPoint and Excel, Experience of using client relationship management databases.
- Ability to use judgement in analysing written and financial information
- Ability to work independently, to take initiative and adopt a problem-solving approach, and to give/receive critical feedback.
- Empathy and compassion and ability to build effective and productive relationships with a range of stakeholders
- Strong organisational skills with excellent attention to detail.
- Enthusiasm, flexibility and the ability to cope well under pressure. Ability to multitask, work in a dynamic environment, and remain calm under pressure.
- Eligibility to work in the UK.

Desirable

- Degree level qualification in relevant field.
- Working knowledge of grant management systems.
- Technical understanding of charitable due diligence and good governance of community and voluntary organisations.
- Experience working with voluntary committees & boards, either as a member or in a support role.
- Experience of assessing funding applications

The benefits of working for us

In addition to a sense of fulfillment and an opportunity to meet a wide range of people, FS offers the following benefits.

- A progressive pay system with benchmarked annual increases
- Life Assurance at 3 times annual salary
- Defined contribution scheme with 6% Employer's contribution
- MS Office license to use on a personal device whilst employed by FS
- 35 days annual leave [all public holidays need to be taken from this allowance]
- 2 days equivalent paid volunteering
- Training and development opportunities
- Working pattern flexibility and homeworking
- Employee Assistance Plan

The post is full time [35 hours], graded at level 2.