



Foundation
Derbyshire

Enabling Giving. Putting Generosity to Work.

Philanthropy Adviser.

Foundation Derbyshire is looking for someone to join our small, busy team as a Philanthropy Adviser and help us to increase the impact of our work supporting voluntary and charitable organisations across Derbyshire.

Key Dates

- The closing date for applications for this role is **3rd March 2023**
- Interviews will be held week commencing **13th March 2023**

Employment Details

- £22k - £24k per annum pro-rata
- 22.5 hours per week
- 25 days paid holiday per annum (pro-rata for part time employees)

You will promote and support philanthropy by:

- carrying out grant application assessments and monitoring and reporting on grants awarded
- providing advice and services to donors that have set up funds at the Foundation
- supporting research, analysis and the development of our donor services



You don't need to have worked in grantmaking or philanthropy before, or have a degree, but you'll have the skills to analyse requests for support from community groups and charities and work with a range of stakeholders, including applicants and donors. Your writing will be clear, concise and accurate. You'll be confident working with data and IT and you'll be strongly committed to your own learning and development.

Like everyone at the Foundation, you will love Derbyshire and want it to thrive. You'll believe in the importance of giving and philanthropy, and of backing the brilliant work of small, local charities and community organisations. You'll be someone who embraces equity and diversity, takes individual and collective responsibility and who enjoys sparking off others as part of a team.

Working as part of our Grants Team, the role will involve the following responsibilities:

- managing your own portfolio of funds with lighter-touch donor relationships as agreed
- providing support and advice to applicants, often acting as their first point of contact
- processing incoming applications - collating applications received and checking for completeness, requesting and chasing documentation and maintaining paper and electronic records using our bespoke CRM database (Salesforce)
- supporting the team with the delivery of presentations, workshops and attending relevant events to promote grant making programmes and provide funding advice
- sending out reminders for monitoring forms to be returned, checking and signing off monitoring forms, collating and analysing relevant data and producing reports
- carrying out project visits
- working with other members of the grants team to optimise the use of our bespoke CRM database, including for monitoring and impact reporting
- grant-related administration including preparation of award packs, assisting with BACS payments, logging of applications, filing, scanning and dealing with general enquiries
- administration including recording funds, donations received and grants paid on Salesforce and Xero systems, preparing BACS, processing invoices and issuing remittance advice emails

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- any other duties which may arise from time to time (as this is a small, busy office, all staff share office cover and phone answering duties etc.)

You will also be expected to:

- attend training courses and events as required and share learning with other staff, panel members and the trustees, as relevant
- undertake occasional evening/weekend duties and travel within Derbyshire (and sometimes within the UK) on Foundation business
- contribute towards other aspects of the Foundation's work, as required, commensurate with the scale and general nature of the post

Core Competencies

In order to do their job, every Foundation Derbyshire employee is expected to demonstrate the following core competencies:

- has an understanding of, and commitment to, the work of community foundations
- has excellent communication and interpersonal skills, both verbal and written
- is an effective user of IT in day-to-day work
- is a good problem solver
- is a good team player
- is able to take responsibility for their own workload, sometimes with minimal supervision
- has an understanding of, and commitment to, the principles of equity, diversity and inclusion, health and safety and data protection
- is willing to undertake personal and professional development
- is customer focused
- is able to embrace and adapt to change

Essential Experience

- customer facing/customer care experience
- collecting and analysing information
- standard Microsoft packages/internet and email



Desirable Experience

- working within the third sector (paid or voluntary)

Essential Qualities

- excellent telephone and face-to-face manner
- credible, approachable and professional personality
- able to understand and follow procedure
- self-starter, adaptable, flexible, proactive and able to use initiative
- excellent time management skills and ability to work under pressure and deal with fluctuating workloads

We are happy to discuss the possibility of remote or hybrid working, flexible start and finish times or compressed hours. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

We aim to have a staff team with diverse lived and learned experience and encourage applications from people regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

To apply, please complete the online application form online. We will not accept CVs.



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Foundation Derbyshire is the operating name of Derbyshire Community Foundation