

JOB DESCRIPTION

JOB TITLE:	Development Writer and Researcher
TEAM:	Development
JOB HOLDER:	N/A
REPORTS TO (JOB TITLE):	Head of Development

JOB PURPOSE

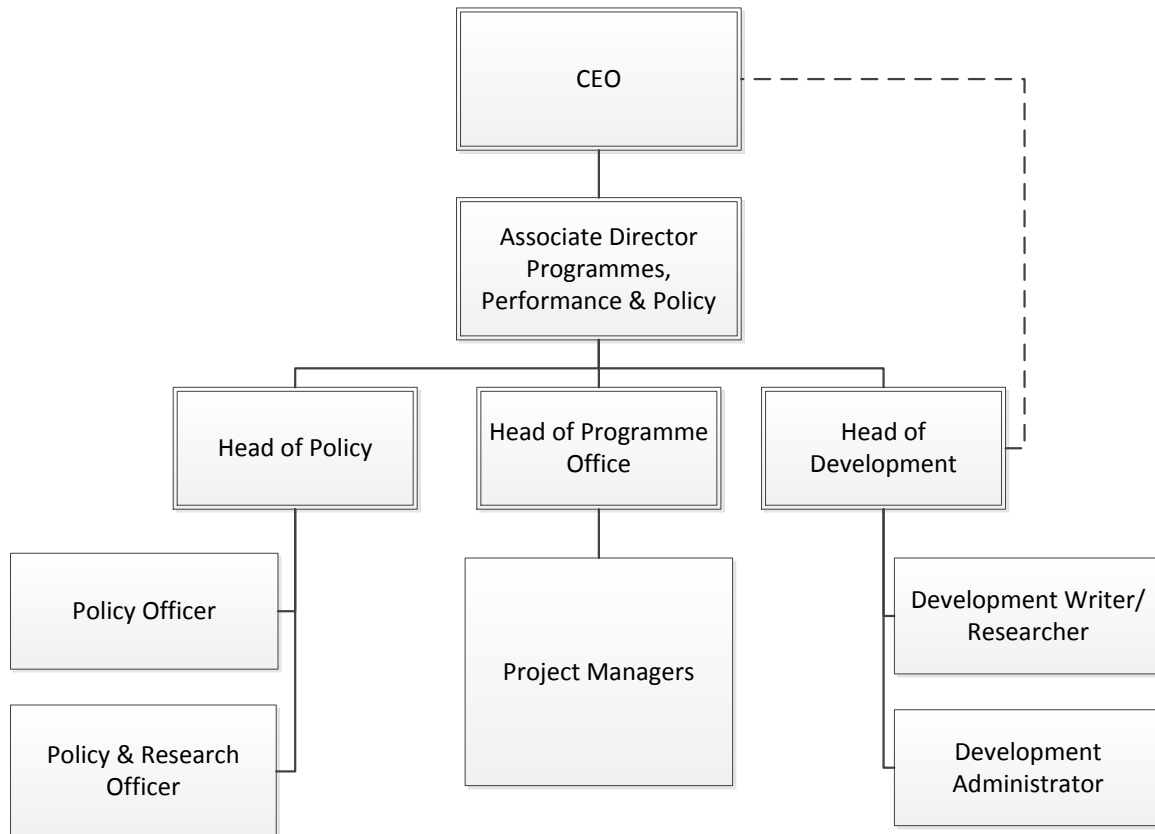
We are looking for an experienced bid writer to play a key role in accelerating the growth of our fundraising income. The Development Writer/Researcher will be part of a successful team of three people and will work closely with teams across the organization who are leading on the development of programmes. This is an ideal opportunity for someone looking to make a demonstrable impact in a well-respected organization that works throughout the UK and Ireland and maintains a strong international programme. The post holder will work towards achieving the overall objectives of the development team to develop strong relationships between the Institute and its donors and in securing financial support from members and other friends.

To support the Head of Development by:

- Leading on the preparation and submission of high quality funding proposals and budgets to trusts, foundations, grant giving bodies and other funders
- Proactively building a detailed understanding of programmes to identify those of interest to funders
- Researching prospect lists and producing donor profiles and fundraising briefs
- Maintaining and strengthening relationships with existing and potential funders through regular correspondence

ORGANISATIONAL STRUCTURE

An organisational chart showing where this job sits within the IOP – please refer to attached



A job description is a written statement that aims to describe the main duties, and responsibilities of a role; it is not static and may change over time. Therefore this job description should be reviewed regularly in order to maintain its relevance, and you are expected to carry out any reasonable requests that are commensurate with the role.

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CONTEXT

This briefly sets out the necessary background, including the department's purpose, to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation

The department's purpose

The purpose of the team is to deliver fundraising targets by building strong relationships between the Institute and its donors. Reporting to the Head of Development, you will play a leading role in working with our programme teams to write bids for trusts, foundations, grant giving bodies and other funders.

The job's context

The Institute of Physics is a leading scientific membership society working to advance physics for the benefit of all. We have a worldwide membership from enthusiastic amateurs to those at the top of their fields in academia, business, education and government. Our purpose is to gather, inspire, guide, represent and celebrate all who share a passion for physics. And, in our role as a charity, we are here to ensure that physics delivers on its exceptional potential to benefit society.

Alongside professional support for our members, we engage with policymakers and the public to increase awareness and understanding of the value that physics holds for all of us.

Our subsidiary company, IOP Publishing, is a world leader in scientific communications, publishing journals, ebooks, magazines and websites globally.

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TASKS & ACCOUNTABILITIES

A list of 6 – 12 statements identifying the principal outputs required of the job, which integrate to achieve the purpose of the job.

1	<ul style="list-style-type: none">Responsible for the preparation and submission of high quality and fully costed funding proposals to trusts, foundations, and other grant giving bodies and funders as required in accordance with external timetables and application criteria and to meet IOP fundraising targets; work with programme teams to develop background information for funding applications and appeals
2	<ul style="list-style-type: none">Monitor application progress to ensure appropriate donor liaison and follow up is in place and all related administration is completed in a timely manner; to take responsibility for the maintenance of accurate records, analysis and reporting of grant funding
3	<ul style="list-style-type: none">Work with the Finance Team to ensure that accurate records of income and expenditure for fundraising are maintained to support timely reporting to funders
4	<ul style="list-style-type: none">Provide internal progress reports on prospect/funding pipeline, applications and funds raised
5	<ul style="list-style-type: none">Research individuals, trusts, companies, and other sources of funds and create and maintain records of these prospective donors on the Salesforce database
6	<ul style="list-style-type: none">Develop, implement and regularly review research procedures and tracking systems for prospect identification and rating, profiling, pool management and relationship tracking
7	<ul style="list-style-type: none">Develop and maintain good relations with potential and existing donors

SCOPE OF DECISION MAKING / CHALLENGES

A summary, of no more than the 4 key main decisions/challenges the post holder may face in carrying out the accountabilities of this job.

DIMENSIONS

A summary of any numerical facts and figures that are relevant to illustrate the scale of the role e.g.

- People management – number of direct line reports, function managed, who the post holder reports to*
- Annualised financial data – costs/orders/sales/revenue budgets and different currencies used if applicable*
- Other relevant statistics – projects managed*

KNOWLEDGE, SKILLS & EXPERIENCE

*The below are the skills, qualifications, membership requirements and experiences that are **necessary** for full and effective performance of this role unless otherwise stated*

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Skills

- Strong track record of writing successful bids to different types of trusts, foundations, grant makers and other funders; evidence of success in securing funding
- Excellent communication skills, both verbal and written with high regard for grammar and accuracy
- An ability to work to short deadlines on multiple bids
- Self-motivated, with outstanding interpersonal skills, strong organisational abilities and ability to prioritise workload
- IT literate, including Microsoft Office products especially Word, Excel and Outlook, databases, e-mail and the internet including social media sites
- Ability to use the Salesforce database (training will be provided).
- Sensitivity and discretion in handling highly confidential information
- Initiative and tact in handling relationships with members, donors and staff
- A good understanding of the UK philanthropy market including trusts, charity law, tax efficiency and data protection
- Able to work with teams across the organization whilst adhering to external deadlines

Qualifications / Membership requirements

- Educated to degree level or equivalent

Experience

- Experience of fundraising from grant making sources and/or corporates or transferable skills from the corporate or other sectors
- Experienced researcher with sophisticated research skills

COMPETENCIES

The behaviours that must be demonstrated in the job

- Drive for results – can be counted on to meet or exceed goals successfully
- Managing and measuring work – takes responsibility for tasks and decisions
- Customer focus – is dedicated to meeting the expectations and requirements of internal and external customers / partners
- Functional/technical skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment

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