

Recruitment Pack

Grants & Relationships Manager



Recruitment Pack – Grants & Relationships Manager

Thank you for your interest in the Grants & Relationships Manager position at Sussex Community Foundation. If you're passionate about supporting local communities, building meaningful long-term relationships with major donors, and helping philanthropy make a lasting difference, this is a brilliant opportunity to create real impact.

At Sussex Community Foundation, our mission is to make Sussex a fairer, more equal place. As one of the fastest-growing community foundations in the UK, we connect philanthropists, donors and businesses with local charities across the county. Our success is built on the deep trust and relationships we cultivate - relationships that flourish through ongoing engagement, shared vision, and collaborative philanthropy that goes well beyond traditional grant-making.

At Sussex Community Foundation, we bring inspirational people together to create the change Sussex needs. We make and strengthen connections between philanthropists, businesses, charity founders and community leaders. We make vital grants through over 100 dedicated funds across four key priorities: tackling poverty, improving health, reaching potential, and acting on climate. And we share knowledge, inspiration and stories – to help grow the power of community and create a Sussex where people and communities thrive.

This post is one of three Grants & Relationships Manager positions within our Grants Team. Working alongside two other managers, each with their own portfolio of grants, you'll be part of a supportive team structure. Your role will be to nurture donor relationships that encompass strategic philanthropy, shared insights, and community engagement – not just grant distribution.

The post holder will ensure that the needs of our donors are met through timely, effective and high-quality grant-making, while also developing the deeper relationships that make lasting impact possible. Working closely with colleagues across the Grants & Impact, Philanthropy & Development, and Finance & Operations teams, you'll deliver and develop grant programmes, share learning, and drive innovative approaches to donor engagement and retention.

We are keen to receive applications from people with varied work backgrounds and different types of experience. Sussex Community Foundation encourages and welcomes applications from people of all backgrounds and communities. We are committed to increasing diversity across both staff and trustee teams. Please let us know if there is anything you would like us to be aware of when considering your application.

This is a great opportunity to join an inspiring organisation that really makes a difference, working within a collaborative team where shared expertise drives exceptional outcomes.

We look forward to hearing from you!

Hannah Clay, Head of Grants and Impact, September 2025

To Apply

Apply through the **Charity Job portal** by submitting your CV with a covering letter explaining how you meet the requirements of the person specification. We are using the Charity Job anonymised recruitment process; therefore, **all applications must go through this channel.**

Please ensure that your application demonstrates your suitability against the Person Specification in this recruitment pack (see below).

We are committed to ensuring an inclusive recruitment process. If you require reasonable adjustments at any stage, please let us know and we will work to accommodate your needs.

If you would like an informal conversation about the role, please email us at resources@sussexcommunityfoundation.org to arrange a call with Hannah.

The closing date for applications is Monday 13 October 2025 at midday.

Interviews will be held during the week commencing 20 October 2025.

Job Description – Grants & Relationships Manager

Salary:	£38,000 per annum
Hours:	Full time – 35 hours per week. Evening and weekend working will be required, for example, attendance at events, networking and meetings with donors.
Contract:	Permanent
Pension:	Employer contribution up to a maximum 5% salary to match employee contribution.
Holidays:	25 days holiday per annum plus public holidays, increasing by one day per year after five years' service up to a maximum of 30 days.
Location:	Hybrid role. Office location 15 Western Road, Lewes BN7 1RL. The post requires extensive travel across Sussex. A full driving licence and regular access to a car is required.
Accountability:	Reports to the Head of Grants & Impact

Job Purpose

Sussex Community Foundation is a registered charity that exists to make Sussex a fairer and more equal place. We do this by enabling local people to support local causes, making grants to small charities and voluntary groups working in communities across Sussex.

The Grants & Relationships Manager plays a key role at the heart of Sussex Community Foundation's work, overseeing a portfolio of grant programmes while building and nurturing strong relationships with donors and external partners. The role connects the Foundation's core grant-making activity with our commitment to excellent donor stewardship and impactful community funding.

The post-holder will ensure that the needs of our donors are met through timely, effective and high-quality grant-making, and that the Foundation continues to grow as a hub for local philanthropy. They will work closely with colleagues in the Grants & Impact, Philanthropy & Development, and Finance & Operations teams to deliver and develop grant programmes, share learning, and support donor engagement and retention.

Key Responsibilities

Grant Programme Oversight and Delivery

- Lead the delivery of a portfolio of grant programmes, ensuring high-quality assessment, decision-making, monitoring and reporting.
- Support the development of applicant proposals in line with donor interests and funding priorities.
- Assess grant applications and match appropriately to donor-advised and discretionary funds, ensuring alignment with donor priorities and the Foundation's strategic aims.
- Ensure that grants made on behalf of donors are delivered efficiently and aligned with fund criteria.
- Support the design and planning of new funds and programmes in partnership with colleagues and donors.
- Lead on aspects of quality assurance and performance monitoring of the Foundation's grant-making.
- Collaborate with finance colleagues to manage programme budgets, payments, and financial records.

Donor and Stakeholder Relationships

- Manage a portfolio of individual and corporate donors, nurturing relationships to deepen engagement and increase loyalty.
- Create and implement tailored stewardship and donor engagement plans, working closely with the Philanthropy & Development team to secure repeat gifts and uplift existing support.
- Coordinate events, visits and opportunities for donors to connect with the community organisations they support.
- Work with Communications & Events Manager to deliver compelling donor experiences and share stories of impact.
- Develop systems to track donor engagement, stewardship activities and outcomes.

Insight, Impact and Learning

- Lead on the development of informative, engaging reports for donors and other stakeholders, drawing on data and stories from funded work.
- Support the development and sharing of insight, learning and trends from grant programmes to inform internal strategy and external communications.
- Engage with external assessors and independent evaluations to support learning and capacity building.

CRM System Management

- Take ownership of the effective use of the Foundation's CRM system (Salesforce) across grant-making and donor stewardship functions.
- Use the CRM to support analysis, streamline donor services, generate performance reports, and monitor donor engagement.
- Ensure data is kept accurate and up to date, supporting high-quality decision-making and donor reporting.
- Work with colleagues to develop and maximise the CRM's capabilities, promoting efficient workflows and continuous improvement in service delivery.

Strategic Partnerships and External Representation

- Represent the Foundation at community events, meetings, seminars and donor functions.
- Lead and manage relationships with selected external stakeholders, such as local partners, funders and community organisations.
- Help raise the profile of Sussex Community Foundation as a responsive, supportive and trusted funder and philanthropy partner.

General

- Work in accordance with the values, policies and procedures of Sussex Community Foundation, particularly Equity, Diversity & Inclusion, Health and Safety, Information and financial management.
- Attend training and other personal development events as required.
- The post holder will need to be flexible and adaptable and undertake such duties as may be reasonably requested from time to time.

Person Specification

Please note: candidates who do not demonstrate the essential criteria below will not be shortlisted.

Essential Criteria

Experience & Knowledge

- Proven experience in grant-making or funding programmes, including application assessment, monitoring and reporting
- Experience of developing and managing relationships with donors, funders or external partners
- Ability to manage multiple programmes or projects to deadlines, with strong attention to detail
- Knowledge of the voluntary and community sector, particularly small charities and grassroots groups

Skills & Abilities

- Excellent interpersonal and communication skills; able to engage confidently and sensitively with a wide range of stakeholders
- Strong written and verbal communication, with the ability to prepare clear and engaging reports and presentations
- Analytical skills, with the ability to draw insight from data to inform learning and improve practice
- High level of digital literacy (Microsoft Office and ability to learn new systems quickly)
- Able to work independently and collaboratively, demonstrating initiative, sound judgment and a proactive approach

Personal Attributes

- Commitment to Sussex Community Foundation's mission and values
- Collaborative, open and respectful team player
- Commitment to equity, diversity and inclusion in grant-making and community engagement
- Empathetic and community-focused with a genuine interest in supporting local organisations

Desirable Criteria

Experience & Knowledge

- Experience using CRM systems (ideally Salesforce) for workflow, analysis and reporting
- Experience in philanthropy, donor stewardship, fundraising or community engagement activities

Skills & Abilities

- Competence in financial administration, including managing budgets and donor fund reporting

Benefits of working at Sussex Community Foundation

Below is a summary list of the benefits of working for Sussex Community Foundation:

- **35 Hour working week** for full-time staff.
- **25 days annual leave**, increasing by one day a year up to 30 days after you have been with us for five years. Paid bank and public holidays on top (pro-rata for part-time).
- **Flexible working** - We are strong believers in the benefits of hybrid working to balance the needs of the charity and our staff.
- **Flexible hours** - if you need to change your hours because of caring responsibilities, we will try to accommodate your needs.
- **No long-hours culture.** Sussex Community Foundation employees work hard within their contractual hours, but we discourage late working. Evening and weekend work is a key part of many of our jobs, but we want you to take the time back as soon as you can. We value the quality of your work – not the length of time you put in.
- **Wellbeing** - Staff wellbeing is important in our workplace culture, and we have a staff-led wellbeing group developing activities to enhance this. Employees have access to an Employee Assistance Programme.
- **Career-development and training** opportunities are encouraged.
- **Season-ticket loan scheme.**
- **Cycle to Work scheme.**
- **Childcare vouchers.**
- **Free eye tests and contribution to the cost of glasses.**
- **Company sick pay.**
- **Pension contribution.** We will match employee contributions up to 5%

At Sussex Community Foundation, brilliant people do meaningful work every day. Joining our team means playing a vital role in strengthening the community and voluntary sector across Sussex, helping to change local lives for the better. As a small organisation, our staff team is at the heart of everything we do. We value collaboration, encourage new ideas, and support each other to grow and develop. If this sounds like the kind of culture you'd like to be part of, we'd love to hear from you.

Sussex Community Foundation Staff Structure

