



The AIM Foundation Grants Manager Job Description

Position:	Grants Manager
Contract:	Employed or Self-employed
Reporting to:	Chair
Terms:	Part time position, 16 hours per week – hours and days can be worked flexibly by agreement
Location:	Remote working and able to attend monthly meetings in Exeter or Bristol and quarterly meetings in London (reasonable expenses covered).
Salary:	£35k pro rata (i.e. £14,000 for 2 days per week) or £150 per day if self-employed with average 8 days per month.

Introduction

The AIM Foundation is a grant-making family foundation based in the UK. We balance our funding between providing the direct support needed right now – especially in the area of our family roots, East Anglia – and addressing the underlying causes. All our grants seek to promote wellbeing.

Our current strategy focuses upon these four areas:

Early Years

Focusing on early interventions that improve the emotional and social development of babies and young children from vulnerable families.

Young People

Improving their life chances, especially around the transition from school to employment, and their emotional and mental well-being. This includes early interventions that prevent issues from getting worse.

Environment

Restoring and protecting UK Rivers and Coastal Waters and Global Oceans and Coastal Waters. Priority areas are nature restoration when linked to carbon sequestration and working with communities.

Nutrition for Health and Wellbeing

Increasing the understanding of nutrition and its importance for health amongst health practitioners.

In 2021/22, we awarded grants worth over £1 million.

We are seeking our first ever Grant Manager to take on the day-to-day operations of our Foundation. We are looking for someone who cares about charitable organisations and the vital work they do; who can take the initiative to get things done; and can support our family and Trustees to achieve our grant-making goals.

See <https://theaimfoundation.org.uk/> for details of our history, current priorities and approach to grant-making.

Key responsibilities

1. Conduct scoping studies to explore areas of need and identify potential organisations for AIM to consider supporting.
2. Conduct exploratory meetings with organisations and support them to submit proposals.
3. Carry out due diligence checks and assess proposals.
4. Build and manage positive relationships with fund-seekers and those funded
5. Review reports and provide feedback to organisations
6. Manage diaries and support the Trustees, family ambassadors and external advisors input into the grant-making process.
7. Manage the internal grant management processes, including maintaining grant records, administering payments, monitoring

reporting requirements, taking minutes of decision-making meetings and preparing reports for Trustees.

8. Support communications including updating the website, conducting grantee survey, liaising with accountants, producing reports for 360giving and annual report.
9. Managing the budget and non-grant payments.
10. Implementing the policies and strategy set by the Trustees.

Person specification

We are looking for someone with:

- Experience of grant-making
- Self-organisation skills – able to be proactive and prioritise their work
- Excellent verbal and written communication skills
- Analytical skills – able to understand and summarise complex information
- IT skills – ideally with experience of using Salesforce; maintaining a website; using excel, PowerPoint, Teams and Zoom and Dropbox
- Financial literacy – with experience of managing a budget or bookkeeping
- A positive attitude and ability to build and manage relationships

How to Apply

Please send a current CV and a covering letter of no more than two sides of A4 outlining how your skills and experience relate to the role. Please submit your application to emma@emmabeeston.co.uk by **5 p.m. 30th November 2022**. Successful candidates will be invited for an online interview on 8th December, with a second interview in person (if possible) in the week starting 12th December.

If you have questions or would like to discuss the role before applying, then please contact Caroline@theaimfoundation.org.uk

