

JOB DETAILS

Title:	Grants Officer
Duration:	Two-year, fixed term contract
Salary:	€38,000-46,000
Reporting to:	Head of Fundraising

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

The Irish Red Cross is looking for a talented Grants Officer to coordinate our engagement with statutory and private strategic funders. This is an exciting opportunity to work across the organisation to develop our capability to secure and manage a portfolio of domestic and international strategic funding for Irish Red Cross programmes. The successful candidate will generate an increase in strategic grant support for the Irish Red Cross as well as work with internal teams to ensure that grant supported projects are effectively delivered. The Grants Officer will support various department in all aspects of grants acquisition and management, including but not limited to identifying fundraising opportunities, supporting the proposal development process and ensuring the effective and efficient management of grant resources.

ROLE RESPONSIBILITIES

- 1. Research and identification of domestic and international grant opportunities among private and statutory donors.**

The IRC Grants Officer will be responsible for the identification and outreach to potential funding sources in support of Irish Red Cross programmes including: private trusts &



foundations, the Irish government, the EU and its member states, and other strategic donors as appropriate.

To achieve this goal, the IRC Grants Officer will also work closely with the IRC programme teams to gain a clear understanding of funding needs and opportunities relating to existing programmes and the strategic development of new programme areas. This engagement will include Head Office teams and volunteer Directors responsible for programme delivery and the management of current or anticipated grant agreements and opportunities.

2. Drafting grant proposals and reports in support of IRC domestic and international programmes.

The successful candidate will have a proven track record in drafting successful grant applications in coordination with programme / services managers as well as project budgets in coordination with IRC Finance Office and will have managed the process of working to established reporting deadlines tied to existing funding agreements.

3. Management of internal processes to ensure the delivery of all grant funded projects

The IRC Grants Manager will pro-actively engage with programme managers, Senior Managers and volunteer Directors to ensure that projects are effectively monitored and kept on track.

Essential Functions

- Researches and identifies new government, corporate, foundation and private funding prospects to match organisational priorities;
- In coordination with programme / services managers, generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of the Irish Red Cross, and the requirements and guidelines of the funding agencies;
- Generates revenue for IRC programs through timely submission of well-researched, well-written and well-documented grant proposals;
- Maintains primary responsibility for grant schedules and tracking grants ensuring programme staff are aware of deadlines; Serves as a liaison to all funding agencies and organisations;
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals;
- Coordinates and follows-up on the progress of submitted proposals;
- Coordinates with the IRC Finance Office to create expenditure and income budgets to accompany proposals;
- Develops and maintains a master file on pending grants and contracts;
- Remains up-to-date on current issues relative to grant proposals;
- Meets regularly with relevant staff and IRC volunteer to discuss current and new funding needs;
- Other duties as assigned.

ROLE REQUIREMENTS

Essential Criteria

- 3 to 5 years of experience as a successful grant writer;
- Experience which should demonstrate a proven track record of securing new funding opportunities;
- Knowledge of research, and the ability to distinguish and identify opportunities for IRC domestic and international programmes;
- Ability to work effectively under pressure;
- Excellent writing and verbal skills;
- Be highly organized with the ability to implement systems and follow-up processes;
- Proficiency in interpreting, and analysing diverse data;
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills;
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

Desirable Criteria

- Previous grant budget development and management;
- Experience as a writer in other fora than fundraising;
- Experience working in a non-profit/charity.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.



Crois Dhearg na hÉireann
Irish Red Cross

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain *Grants Officer* in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications is Friday 15th March 2024 at 17:00

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role during the week commencing March 18th 2024.

Please note that there may be a second round of interviews.