

GRANTS OPERATIONS & DATA MANAGER

Job advert

The Wolfson Foundation is one of the UK's largest funding charities, awarding grants to support excellence in the fields of science and medicine, health & disability, education and the arts & humanities (see www.wolfson.org.uk). The Foundation manages an endowment of some £800 million and allocates over £30 million each year in grants across a range of funding themes.

An exciting opportunity exists to join the staff of the Wolfson Foundation as the Grants Operations & Data Manager. This newly created role will take responsibility for ensuring the smooth running of the operations that underpin the Wolfson Foundation and Wolfson Family Charitable Trust's grant-making, and for the ongoing review and improvement of operations.

The Grants Operations & Data Manager will work closely alongside the Head of Grants & Policy and Head of Finance as part of a small grants team. They will take responsibility for a wide variety of tasks, including the general management, maintenance and development of our grants database (Blackbaud Grantmaking), supporting the preparation of meeting papers for our expert Panels and Trustees, processing grant claims, and maintaining the Foundation's archives. They will also be expected to undertake occasional special projects, such as project managing our grantee perception survey.

The successful applicant will have at least two years' office experience within a grant-making organisation; exceptional IT skills, including experience using databases and website content management systems; excellent administrative skills; a high level of attention to detail; and excellent communication skills. The individual needs to be personable, well presented and able to work efficiently as part of a small team and be capable of undertaking independent work.

An interest in the work of the Foundation and Family Charitable Trust is essential, as is enthusiasm and the drive to grow and evolve this new role.

The appointment will commence from the end of October (or as soon as possible thereafter), and the hours will be Monday-Friday 9.30am-5.30pm or equivalent. The position is based at the Foundation's office in London. The Foundation is able to offer a competitive remuneration package, including private health insurance and pension contribution.

Applications should be made by email, attaching a cover letter outlining why you are interested in and suitable for the role and a CV, to: jobs@wolfson.org.uk by **10am on Thursday 27 September 2018**. Interviews are expected to take place w/c Monday 8 October 2018.