



JOB DESCRIPTION

<u>Position:</u>	Grant-making Officer
<u>Salary:</u>	£27,000 - £31,000 per annum, plus pension
<u>Leave:</u>	25 days paid annual leave (rising by 1 additional day for each year of service up to 28 days) plus 1 day around your birthday or a key LGBTQI event and days over the Christmas week
<u>Hours:</u>	Full-time
<u>Location:</u>	Central London (the team is currently working in the office two days/week)
<u>Reports to:</u>	Head of Operations
<u>Works with:</u>	Executive Director, Philanthropy team, Operations Coordinator

Background:

GiveOut is an award-winning international LGBTQI community foundation. We enable our community and allies to give in one place to support lesbian, gay, bisexual, trans, queer, and intersex (LGBTQI) activism worldwide.

Across the world, courageous activists are doing vital work to protect and improve the lives of LGBTQI people. But they lack resources and funding is fragile, especially in the Global South and East. Our global community and allies want to provide support, but it is not always easy to do so. GiveOut's purpose is to help address this urgent need by providing a platform for our supporters to give tax efficiently in one place to fund LGBTQI human rights activism worldwide. We pool the donations we receive to provide flexible grants to LGBTQI organisations around the world, ensuring they have more of the resources they need to defend our communities, tackle inequality and campaign for lasting change.

For our **grant-making**, we identify pioneering groups to support through a rigorous process of consultation, due diligence and vetting, guided by our Grant-making Advisory Panel and governed by our Board of Trustees. In four years, we have provided £1.2 million in new funding to the LGBTQI movement - we are now providing grants to 37 LGBTQI organisations around the world. Our grant partners report back to us on what they are achieving, and we feed this information - and stories of impact - to our supporters, showing them the difference they are making.

The **Grant-making Officer** will be a vital member of GiveOut's small team, implementing GiveOut's grant-making programme. The role reports to the Head of Operations, works closely with the Executive Director, Philanthropy team and Operations Coordinator, and supports the Grant-making Advisory Panel. The Grant-making Officer will bring new ideas and grant-making experience to GiveOut, while having the opportunity to develop skills around grant-making, learn about LGBTQI human rights activism around the world, and play a key role in helping to develop the grant-making programme at this young international charity.

Main responsibilities:

- Lead on implementing GiveOut's grant-making programme.
- Field requests from prospective grant partners.
- Support the Grant-making Advisory Panel (GMAP) in identifying new grant partners, coordinating the annual GMAP meeting.

- Develop the portfolio of grants each year, based on grant renewals and new grants, and work with the Executive Director to bring this to the GiveOut Board for adoption.
- Undertake due diligence on new and existing grant partners, draft grant agreements and coordinate grant payments.
- Manage relationships with grant partners, with regular email communications and calls.
- Stay up-to-date on grant partner activities, working with colleagues to capture evidence and stories of success to share with GiveOut's supporters.
- Stay abreast of developments in the LGBTQI movement and for LGBTQI rights worldwide, undertaking occasional international travel.
- Monitor and evaluate our partnerships with grant partners, coordinating narrative and financial reporting, and feeding this into our impact reports for supporters.
- Maintain an up-to-date grant partner database.
- Represent GiveOut's grant-making programme externally at networking events, including occasional evening work.
- Contribute to a dynamic, fun and effective organisation.
- Work towards realising GiveOut's vision, mission and values.

What success look like:

- Strong relationships with existing and prospective grant partners.
- A portfolio of grants that reflects the diversity of the LGBTQI movement and excites GiveOut's supporters.
- Effective due diligence, monitoring and evaluation.
- An expert organisation, with deep knowledge of and expertise on the LGBTQI movement.
- Stories and evidence of impact are captured and shared with supporters.
- An up-to-date grant partner database.
- A dynamic, fun and effective organisation that is respected and valued by supporters and grant partners alike.

Skills and experience:

- At least two years' grant-making experience.
- Demonstrated commitment to or connection with the LGBTQI community.
- Strong understanding of grant-making theory and best practice.
- Experience developing and managing relationships with grant partners, with excellent interpersonal skills.
- Excellent verbal and written communications skills.
- Experience maintaining and updating grants databases.
- An undergraduate degree or qualification in a relevant field is desirable.
- Highly motivated, with a strong work ethic and organisational skills.
- Good working knowledge of standard Office software e.g. Word, Excel, PowerPoint.

How to apply:

To apply for the role, please email recruitment@giveout.org with your CV, a cover letter explaining why you are the best fit for the role, and the name and contact details for two referees.

Your CV should be on no more than two A4 sides and your cover letter should be 500 words or less. Your cover letter should set out, with examples, how you meet the required skills and experience.

The deadline for applications is midnight on 30 September 2022. However, we plan to invite candidates for interviews on a rolling basis so please apply as soon as you can. While we hope to respond to all

applicants, we can only commit to contact short-listed applicants and feedback can only be offered to interviewed applicants.

We are an equal opportunities employer.