

**Richard Newton Consulting**  
**Fundraising Account Manager – Grants and Individuals**  
**Job Description**

Hours – 37.5 per week

Location – Richard Newton Consulting Offices, 21 Cathedral Road, Cardiff

Salary – £28,000 - £30,000 per annum

Holiday – 25 days

Responsible to – Richard Newton, Director, Richard Newton Consulting

**Key Roles**

- To account manage nominated clients as determined by the Director
- To support business development activities in relation to commissioning and grants activities, including working with clients and funders to broker funding / commissioning relationships and alerting clients to potential funding opportunities
- To work with the Director and clients on feasibility studies and business plans to inform future fundraising bids
- To work with clients to develop funding platforms
- To work with clients to develop the case for support
- To lead on nominated large funding applications and – including drafting responses, proof reading applications, developing budgets compiling supporting and qualifying information and obtaining sign off with clients
- To assist the Director in the preparation of applications, reports, options appraisals and business plans on behalf of clients
- To manage the bid library on behalf of Richard Newton Consulting
- To support clients to design and implement individual giving campaigns
- To maintain successful records – including monthly billing information for clients
- To be a first point of enquiry to clients for the business and act as an ambassador for all services provided by the consultancy
- To assist the Director with business development submissions
- Other reasonable requests on made by the Director

**Key Skills, Experience and Competencies required**

- A track record of working within a fundraising environment and successful bid writing
- An understanding of grant funding and commissioning
- Research skills
- Excellent communication skills including verbal skills and report / bid writing
- Budget development
- The ability to maintain key relationships with clients that deliver sustained business
- The ability to manage multiple projects at one time
- Effective time management
- Attention to detail
- Good IT skills including use of full Microsoft Office suite
- Excellent record keeping

- A knowledge of Wales – in particular its political and economic environments
- Experience of working with, or for, the not-for-profit sector
- Knowledge of the education and training sector
- An appreciation of the arts
- A team player but prepared to take on individual responsibilities
- A commercial focus
- Prepared to work at times outside of regular office hours or at locations away from the office

Desirable

- The ability to speak Welsh
- Access to a car

