

Role Profile	Relationship Manager (Grants)
Salary	£37,000 per annum
Hours	Full-time Flexible
Job type	Fixed Term Contract until March 2026
Location	Remote – Remote based with some mandatory travel to London (approx. 8 times per year)
Closing date	13 th June 2025
How to apply	sheena.pentin@careers4change.com

About this Role

For over two decades, Social Investment Business has provided finance and support to charities and social enterprises. We empower these organisations to do what they do best - serve the communities they operate within.

Find out more about what we do: <https://www.sibgroup.org.uk/>

Our values are: People First, Curious, Bold, Collaborative, Accountable

For further information on our values and our generous benefits please visit <https://www.sibgroup.org.uk/about-us/work-with-us/>

About the Role

We have an opportunity for a talented Relationship Manager to join our Grants Team as part of the Social Investment Business organisation. Reporting to one of our Senior Relationship Managers this role plays an important part in supporting our Investment Team in Grant funding which supports the delivery of SIB's strategy and focus.

We are looking for someone who has previous experience of social investment or grant making and has worked with charities and social enterprises. This is a great opportunity for someone to be involved in making a difference to people. We need someone who is passionate, proactive, can work well autonomously and as part of a team and is flexible, adaptable and can manage competing priorities.

Key responsibilities

1. Management and assessment of a caseload of grant proposals / applications against criteria, throughout the process from expression of interest to offer / decline.
2. Analysis of financial information including management and annual accounts and financial projections and review organisations' current and potential social impact.

3. Identification of risks attached and any mitigating factors and reach sound and considered judgements about the viability and suitability of proposals/ applications.
4. Make clear and constructive recommendations, in written reports for decision-making by Committees / panels and through presentations at meetings.
5. Prepare all Grant offer, documentation and ensure this accurately reflects the agreed offer and ensure all payments due under agreed investments are reviewed, progressed and authorised in line with procedures.
6. Discuss potential variations (including challenging situations), with grantees and prepare and submit recommendations/documentation, seeking advice as appropriate and in line with delegated decision frameworks.
7. To use SIB's Salesforce CRM system to input, update and keep track of the progress of applicants and grantees as well as own workload.
8. Provide constructive feedback and signposting to applicants (successful and unsuccessful).
9. Act as the primary point of contact for all communications with your caseload of recipients with support from Grants Team Administrative staff.
10. Provide excellent customer service to applicants, prospective applicants and grantees.
11. Manage customer complaints in a professional and responsive manner.
12. Work collaboratively as part of the Grants Team and across SIB teams in the delivery of funding programmes.
13. To adopt our continuous improvement and learning ethos.
14. To support and embed equality, diversity and inclusion into day-to-day behaviours and activities within your role as well as contributing more widely across SIB's commitment to E, D & I.
15. In agreement with manager to undertake other tasks and work on cross team projects that support the objectives of SIB as required.

16. To work within the organisation's values, principles, and processes to achieve operational excellence.

Core competencies

- Experience of managing relationships with grant investees.
- Ability to analyse and make objective judgements based upon complex written and financial information including ability to read company/charity accounts.
- Experience of assessing and managing Grant applications.
- Experience of appraising organisations' business plans, grant proposals, growth strategies and capabilities.
- Experience using a grant management system like Salesforce.
- Ability to manage multiple and competing demands prioritising effectively
- Ability to manage a high volume of applications during open application windows.
- Good negotiating, influencing and problem-solving skills.
- Excellent written and oral communication skills that can be adapted for a variety of audiences.
- Ability to work using own initiative, manage own workload, be a self-motivator and able to make informed decisions with minimum supervision.
- Good knowledge of due diligence processes.
- Good knowledge of the issues facing community-based organisations.
- Commitment to equalities and customer care.
- Good knowledge of the voluntary and community sector, local and central government and the statutory sector as a whole.
- Commitment to equality, diversity & inclusion.