

Grants & Operations Officer

Starting Date: As soon as possible
Contract type: Permanent, Full-time
Salary: £28,100
Location: London, UK
Application closing date: 29 January 2023

Background

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. Through our network of field-level partners we have trained over 2.5 million farmers - from the smallest to the largest - in 23 countries in more sustainable farming practices. A quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

About this role

The Fundraising Team at Better Cotton is looking for a motivated early-career professional to support the team on operational tasks and Grant Management activities. The candidate should ideally be based in the London office of Better Cotton. The tasks performed by the Grants & Operations Officer will support the internal data management and systems of the fundraising team and provide a pathway to explore professional skills in both operations and fundraising. This position will also have a progressive role contributing to the Fundraising team's use of Salesforce, so either experience in CRM systems, or a willingness to learn is essential. The Grants & Operations Officer will report to the Grants & Fundraising Coordinator.

This challenging role is ideal for a self-motivated early career professional who is interested in working in the sustainability field for an impact driven organization. This role offers excellent opportunities for personal and professional development, together with a competitive benefits package and welcoming workplace culture.

Responsibilities

Operational Support & CRM Administration (50%)

- Collaborate on activities to support the design and the implementation of the Grant Management System
- Ongoing maintenance and updating of the CRM system, including working collaboratively on a cross-functional updates of Salesforce
- Contributing to the design and implementation of internal systems and processes as needed

- Assisting with due diligence requirements (for both donors and partners) including compiling and storing relevant documentation and ensuring due diligence process is followed
- Grant management support, including supporting the Grants & Fundraising Coordinator and project teams in meeting reporting requirements, per donor specifications
- Supporting on the coordination and compilation of narrative and financial reports to existing donors
- Providing support to the Better Cotton team and ensure that execution of the funding agreements is on track and updates are made per the relevant processes
- Documenting regular donor and partner outreach, including for Better Cotton news, events, and updates; and including the maintenance of donor contacts
- Creating and maintaining Salesforce reports and dashboards to provide overview of aggregated Fundraising team data.

Proposal Development Process (30%)

- Conducting prospect research of prospective donors and RFP's including thematic and geographic prospective donor mapping
- Researching and drafting briefing materials for meetings, events, and prospective donor outreach
- Preparing donor and grant profiles for internal review and decision making
- Researching and drafting material to approach donors, including concept notes, cases for support and other engagement material
- Supporting the Grants & Fundraising Coordinator with the proposal development process, including project design, drafting proposal content, reviewing, and integrating documentation, and liaising with different functions/teams for input and feedback
- Working in consultation with Better Cotton teams during concept note and proposal development process

Team & administrative support (20%)

- Supporting on planning, agenda setting, facilitation and follow up for internal and external meetings and events
- Cross-functional coordination and knowledge sharing
- Ensuring regular maintenance of grant files, reporting calendars, and updating documentation on Salesforce and SharePoint
- Occasional support on travel and expense reports

Profile

The selected candidate will have the following skills, knowledge, and experience:

Skills, Knowledge & Experience
<i>Essential</i>
University degree, or equivalent higher education qualification or work experience, in a relevant field (international relations, political science, sustainable development, communications, economics etc.)
Excellent computer and IT skills, including advanced command of Excel and literacy in Word, PowerPoint and Outlook
Excellent organizational and time management skills illustrated by past operational role(s) or experience

Experience working in international environments and/or with international organisations
Motivated self-starter that is keen to bring forward ideas for how to tackle challenges with innovative solutions
Professional command of English, both written and spoken
Strong critical thinking skills and ability to manage, aggregate and synthesize data
Interest in environmental and social development issues, including but not limited to climate change, sustainable fashion & textiles, social justice, decent work, gender equality, water stewardship, biodiversity, supply chain sustainability, farmer training programmes or sustainable agriculture.
<i>Desirable</i>
Work experience in fundraising, grant management, or non-profit administration
Experience/expertise with the following software: <ul style="list-style-type: none"> - Salesforce or other Customer Relationship Management systems - SharePoint or other knowledge management systems - Monday.com or other project management tools - Adobe or other design software
Knowledge of donor requirements and grant application processes
Experience of grant monitoring and developing budgets
Knowledge of environmental/climate related issues and metrics
Other relevant languages such as Turkish, Mandarin, Portuguese, Hindi, and Urdu would be an added benefit.

Working arrangements

The position is full-time (40 hours per week) and will be based in the London office. Better Cotton offers flexible working, with core hours being 10am – 4pm and attendance in the office required at least once per week or 4 times per month.

Travel may be required (20%).

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief cover letter (2 pages maximum) to Better Cotton by applying [via this link](#).

Application deadline: 29/01/2023

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted. Better Cotton is an equal opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.

Better Cotton has a zero tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution.