



Rothschild Foundation Job Description

Job Title: Grant Operations and Data Manager	
Managed by: Head of Grants	
Department(s) Grants Team	Location Waddesdon with some opportunities for home-working

Overall Purpose:

The Rothschild Foundation is a charity supporting arts and heritage, the environment, education and social welfare by awarding grants, fostering dialogue and debate, and through our support of Waddesdon Manor. Lord (Jacob) Rothschild is Chair of the Rothschild Foundation and has been involved extensively in public service and philanthropic support of the arts throughout his lifetime. The Foundation is managed by a board of Trustees, including other members of the Rothschild family, and is run by a small professional staff team.

Following a year of grant-making focused on the response to the coronavirus pandemic, the Rothschild Foundation will launch a new funding strategy in 2021. In Buckinghamshire, we will support the local third sector through a Community programme offering small grants and higher value philanthropy through Strategic grants. Both programmes are informed by the Foundation's commitment to address the needs of local communities and to work collaboratively to increase access to opportunity within Buckinghamshire. Beyond Buckinghamshire, the Foundation supports major initiatives which encourage enjoyment of the UK's rich cultural heritage.

Outline of Role

The Grants Operations and Data Manager is responsible for the systems and data management that supports the Rothschild Foundation's (RF) grant-making function. Working within a small team, the role covers various tasks ensuring the smooth operation of the team, including management of the grants database (Blackbaud Grantmaking); development of systems and work-flows; financial reporting and reconciliation, including overseeing of grant payments in line with funding agreements; driving effective data collection and presentation; and managing internal and external communications (social media, newsletter and website).

The role assists with producing papers for Committee and Trustees meetings, and helps with other aspects of the day-to-day running and administration of the grant-making operations of the RF, including some support to the Grants Team in managing meetings. The role works closely with the Waddesdon Manor team and others within the wider RF network as needed.



Specific Duties Include

Systems and IT:

- Management of grants database (Blackbaud Grantmaking) including development, maintenance, auditing and system updates.
- Management and creation of online grant application and reporting forms (on IGAM software) with associated grantee correspondence and staff management dashboards.
- Working closely with IT and Records Management to structure and maintain the Grants Team's SharePoint site and shared drives.

Finance:

- Develop, manage and maintain reporting systems to enable effective financial reporting.
- Develop and implement robust due diligence processes for all stages of grant making.
- Oversee grant payment requests and instructions, liaising with Accounts department to ensure payments are made on time and in accordance with grant agreements.
- Liaison with the Accounts department to prepare year end grants reports for statutory accounts and external auditing.

Data and Learning:

- Management and development of systems for collating and organising quantitative and qualitative data to meet evaluation and learning needs.
- Data analysis including creation of infographics and data visualisation.
- Liaison with external partners on systems for collating, organising and sharing data in accordance with current data regulation.

Communications:

- Management of the RF website including updates, content creation and liaising with website developers.
- Management of the RF's social media presence including LinkedIn profile and MailChimp newsletter.
- Assist in production of the RF's publications, such as Annual Review.

Administration:

- Manage and improve administrative processes and procedures.
- Preparation of Committee and Trustee papers.
- Minute taking (if required).
- Administrative support to the Head of Grants, including some diary management.
- Administrative support to the wider RF team.
- Support where needed in planning and organising logistics for events, in collaboration with Waddesdon's Events Team where appropriate.



Essential Skills

- Excellent computer skills including Word, Excel and Outlook as well as demonstrable experience using databases, including accurate data entry.
- Confident and articulate, on the telephone and in person, with the ability to communicate effectively with a range of audiences.
- Strong numeracy and literacy skills, including the ability to write clearly and concisely with grammatical accuracy.
- Strong organisational skills and experience of delivering successful projects within tight deadlines.
- A motivated self-starter with a proven track record of taking own initiative.
- A collaborative approach and a strong team player.
- Highly organised with excellent attention to detail.
- Ability to work under pressure and successfully deliver projects within tight deadlines.

Desirable Skills

- Knowledge of Blackbaud or similar grant-making software is desirable, however training will be provided.
- Outward looking with a flexible approach to improve and update systems as needed.

Knowledge, Experience & General Attributes:

- Some prior knowledge, experience or interest in the charitable sector or philanthropy is desirable.
- Interest in the RF's key areas of focus; Buckinghamshire communities, culture, the environment and young people.

Terms & Conditions

Contract Type: Full-time, Monday to Friday, 37.5 hours per week – 9am to 5.30 pm with an hour lunchbreak.

Salary: £40,000 per annum

Annual Leave: From start date, 33 days (including public holiday)
After three full years of service: 35 days (including public holidays)
After five full years of service: 37 days (including public holidays)
After ten full years of services: 38 days (including public holidays)

Additional Information

- Closing date: 26 July 2021, 12pm
- Interview date: 6 August 2021

