



Grant Writer: Six-to-nine Month Project for Alyth Development Trust

We are recruiting a part-time (one day per week) Grant Writer to write grant proposals for Alyth Development Trust and for a small number of our partnering organisations in Alyth. As a Grant Writer you will write coherent, organised and compelling proposals. You will collaborate with team members in the organisation to assist with other fundraising projects and develop relationships with key stakeholders. You will be working under the supervision of the Directors of ADT, and will be supported and managed by the Secretary of the Trust. You will also work closely with the Treasurer for financial information, and with our Director leading on communications for ADT.

To succeed you need to write well, have some knowledge of fundraising methods and be committed to our mission. The work of the directors supports the environmental, social and economic wellbeing of the community of Alyth, and our strategy and mission is attached. We will give preference to local candidates.

Grant Writer Responsibilities:

- Identifying prospects and relationships and collaborating with key stakeholders.
- Displaying adherence to organisation's mission.
- Maintaining sufficient knowledge of organisation's history and programmes to communicate about them in writing.
- Identifying grant funding opportunities.
- Writing, submitting and managing grant proposals.
- Furnishing prospective funders with supporting documents.
- Maintaining records in hard copies and computer databases.

Grant Writer Requirements:

- grant writing experience or demonstrated writing ability
- Proficient with measuring and reaching income goals.
- Proficient with MS Office Word and Excel.
- Willingness to gain knowledge of fundraising information sources.
- Good communication skills, both verbal and written.
- Strong people skills.
- Strong organisational skills.
- Ability to meet deadlines.

Reporting and performance metrics:

- The role will report to the Board of Alyth Development Trust and will directly report to the Secretary.
- We will look for 3 days of training at the start, and then research and prospect identification which will result in at least 30 viable prospects being identified for projects within 6 weeks.
- The case for support will be developed for each project and the writer will be trained and supported for this work. We will look for 25 grant applications in to be in play within 4 months. (We will not set financial targets during this first contract)
- The grant writer will “map” asks and communications with potential donors and influencers, and will work with the Secretary of the Trust to record the strategy and research and application work so that it may be reported out each month. Where appropriate, the grant writer will help to form relationships for information sharing with directors of the Trust and prospects to broaden the networks for the Trust.
- At the end of the contract, the results of the work will be reviewed and both parties will see if continuation is desirable.

Contract term and remuneration:

The initial contract is for 6 months, and we anticipate that the work will require on average one day per week. (The first few days may be clustered to speed up the orientation period and training) The remuneration is £250 per day, payable monthly in arrears on presentation of invoice. We are seeking to recruit in January/February 2021 and appoint by 15 March 2021. Interested applicants should write to: Russell Willis Taylor, Secretary, Alyth Development Trust rywtaylor@gmail.com

[Click here for details of ADT's Strategy.](#)