

Candidate Pack

**Grants &
Trusts
Fundraising
Manager**

Want to do something amazing?

Open Door is one of Merseyside's most dynamic and progressive independent charities committed to shaping change in mental health. Based in Birkenhead, we deliver a holistic and creative programme of services that support the wellbeing and mental health of young people and families, using innovation, arts and culture as catalysts for change.

All our programmes are free of charge and we have no waiting lists; we are committed to providing free, fast and effective mental health support at the point that people need it most. Our beneficiaries join our organisation as 'members' and can access a wide range of services including workshops, activities and individual support. Our offer is engaging and versatile, providing choices that aren't available through conventional mental health services.

open door 

We apply creativity and innovation to everything that we do; our services are led by a dynamic team of staff and trained peer mentors who, using their own personal experiences and a range of effective tools and programmes, support individuals through to better times.

We have two main sites in Birkenhead, and over the past 13 years have grown to become one of the largest independent providers of talking therapies in Merseyside and one of the most progressive organisations of our kind in the UK.

We were awarded the Queens Award for Voluntary Service in the 2019 Honours List, the Investing in Volunteers Chartermark in 2019 and most recently we were named as a winner of the prestigious Kings Fund x GSK Impact Awards for our excellent work in health and wellbeing.

Open Door is all about empowerment, culture and opportunity. Not only do we offer support services for our members, but we also provide our local community with a creative and social space, Bloom Building. From Bloom, we offer hot-desking, workshops, tenancies and more. We host art exhibitions, an eclectic events programme and a network of cultural and health partners who work together with Open Door to co-create a vibrant programme of activities for new and existing members, taking mental health support out of traditional, clinical models and into the heart of engaging, non-stigmatising arts and culture.

Our organisational values are:

- Human
- Fire
- Visionary
- Professionalism





Our vision

What we hope to achieve in the longer term

Together our members, mentors and staff transform cultures around mental health. The times when we need support become moments of meaningful change. We all have opportunities to connect with brilliant people, transformative tools, and inspirational places.

Our mission

Why we are here and what we do

Open Door exists to shape meaningful change in mental health. We create inclusive communities, joyful places and evidence-based programmes that empower people to be mentally well. What we do first-hand in Merseyside, we share with others, inspiring change across the UK.

Creativity and shared experience is at the heart of everything we do; we innovate, we collaborate, and we push for lasting change.

Our future

Open Door Charity has been through a significant period of development over the past three years; we've taken on new projects and commissioned services supporting families and care experienced young people, we've significantly grown our staff and volunteer team and operate from two main sites in Birkenhead.

We have just established a robust senior leadership team, governed by a strong board of trustees and have just passed our 13th anniversary. We have some exciting projects in the pipeline and now is a great time to join the Open Door Charity to help us on the next stage of our development.

In our most recent staff survey, our team reported:

100%

of staff feel valued by their manager.

100%

of staff feel they are part of a supportive team and have good working relationships.

100%

of staff feel positive about the work they are doing at Open Door.

A place to develop

Open Door Charity strives to be the best job you ever have. We understand that when we recruit passionate, driven and ambitious people we won't be the last stop in your career journey. We are committed to ensuring your time with us is as transformational and developmental as it can be for the charity and for your personal and professional development.

The ways we achieve this include:

- Access to networking events within the third sector and beyond
- Access to training opportunities within your role
- Regular one to one meetings with your line manager

“ODC is in a hugely exciting place.

We have been in the world for 13 years, delivering a dynamic and holistic package of services that are helping set the tone nationally in how mental health can be supported, where the mental health conversation sits and the power of deep human connection and collective experiences to bring about tangible change in peoples lives.

We have large scale commissioned projects which we now deliver independently and alongside regional and national partners, and are pressing ahead with creating what we believe will be the most progressive and spectacular wellbeing and creativity environment in the UK - Joy.

To achieve all of this we need the best people to come on board, so have focused efforts and resources in recent years on creating a workplace which is exciting, challenging and fun to be in, gets the best out of its people, supports one another and has the achievements of our people's purpose front and centre in our approach.

We will do everything we can to make this the best job you will ever have. We look forward to hearing from you.”

Lee Pennington – Charity Director



Job description

Role: Grants & Trusts Fundraising Manager

Working pattern: Full time 37.5 hours per week

Location: Bloom Building, Birkenhead. Hybrid working patterns available

Contract type: Permanent*

Salary: £35,000 - £40,000 DOE

*Dependent on a successful 3-month probationary period, demonstrating ODC values and excellent execution of responsibilities.

Other benefits:

- 25 days annual leave (pro rata) excluding bank holidays, plus annual Christmas shutdown
- Weekly staff yoga
- Opportunity to take part in quarterly team away days
- Cycle to work scheme
- Wellbeing support available
- Free eye tests



Role Overview

The Grants and Trusts Manager will play a key strategic role in maximising income and driving sustainable growth for Open Door's work through charitable trusts and foundations.

You will lead on the creation of high-quality, high-value funding applications, manage a portfolio of funders, and deliver an ambitious fundraising strategy. You will play a pivotal role in achieving Open Door's income targets and supporting the organisation's long-term plans.

This is a senior position within a supportive fundraising team, offering the opportunity to shape Open Door's approach to grants and trusts, oversee monitoring and reporting processes, and build long-term partnerships that underpin our impact.

Based at the Bloom Building in Birkenhead and soon within our new home 'Joy', the role offers a flexible and collaborative working environment, engaging with a wide range of internal and external stakeholders to identify and develop funding opportunities that align with Open Door's values and mission.

Main Duties and Responsibilities

- Lead the delivery of Open Door's trusts and grants fundraising strategy to achieve agreed income targets.
- Build, manage, and report on a strong and diverse pipeline of funding opportunities.
- Research, write, and submit compelling, high-quality funding applications to trusts, foundations, and statutory funders.
- Manage and steward relationships with funders, ensuring effective communication, and timely reporting.
- Oversee grant monitoring and evaluation, working with internal teams to capture impact and report on outcomes.
- Manage income forecasting and reporting, providing regular updates on performance and pipeline to SLT and board of trustees.
- Identify and cultivate new opportunities for strategic and multi-year partnerships.
- Represent Open Door at funder meetings, events, and sector networking opportunities.
- Maintain accurate records and funding information within Beacon CRM and internal systems.
- Keep up to date with sector trends and best practice in fundraising and grant management.

You will be a great fit if...

You have this experience:

- Proven track record of securing significant income through successful trust and grant applications (E)
- Substantial experience writing and managing high-value and multi-year bids (E)
- Experience managing funder relationships, stewardship, and reporting (E)
- Demonstrable ability to manage a varied workload and meet deadlines (E)
- Experience in monitoring and evaluating grant outcomes (E)
- Experience developing and delivering fundraising strategies (D)
- Experience writing capital or statutory funding bids (D)
- Experience within the charity or mental health sector (D)

You have these skills:

- Excellent written and verbal communication, with strong proposal writing and storytelling ability (E)
- Strategic thinker with the ability to plan, deliver, and evaluate fundraising activity (E)
- Strong relationship management and networking skills (E)
- Confident in managing budgets, forecasts, and financial reports (E)
- Excellent attention to detail and accuracy (E)
- Sound understanding of trusts and foundations fundraising trends and expectations (E)
- High level of IT literacy, including CRM systems and Microsoft Office (E)
- Excellent organisational, planning, and time management skills (E)
- Ability to work collaboratively across teams and departments (E)

You will be a great fit if...

You demonstrate these behaviours:

- Proactive and self-motivated, able to work independently and as part of a team (E)
- Strategic and creative approach to problem solving (E)
- Personable and confident communicator, able to build rapport with stakeholders (E)
- Empathetic, flexible, and adaptable (E)
- Calm and resilient under pressure (E)
- Passionate about Open Door's mission and values (E)
- Tenacious and target-driven, with a commitment to high standards (E)
- Willingness to travel for meetings and funder engagement (E)

Any questions, get in touch

Email us:

vacancies@opendoorcharity.com



Registered with
**FUNDRAISING
REGULATOR**

We are committed to having a diverse workforce and promoting equality, however, this is a work in progress, and we know we still have a way to go. We value and respect all differences in all people (seen and unseen) and we aspire to inclusive working experiences and an environment that reflects the communities we serve, where our people have equal access to opportunities, their voices are heard and they can contribute to our future.

We actively encourage applications from care leavers, BAME and LGBTQ+ candidates, those from lower socio-economic backgrounds, and those with a disability. If you are called for interview and have any accessibility requirements, please let us know.

To register your interest, please send a copy of your CV, completed equality & diversity form and cover letter outlining how you meet the requirements through to vacancies@opendoorcharity.com.

We look forward to hearing from you!