
JOB DESCRIPTION

Job Title: Grantmaking Delivery Manager

Grade: D

Department: Impact Accelerator

Main purpose of job:

The Grantmaking Delivery Manager will lead the end-to-end operational design and delivery of a range of grant programmes from CAF's diverse portfolio, working closely with key stakeholders and partners to ensure programmes run efficiently and deliver meaningful impact.

Responsible to: Senior Manager – Grant Making Operations

Budgetary responsibilities: Day to day management of programme budgets. Lead operational responsibility of additional grant programme budgets and distribution, as identified by the Senior Manager – Grant Making Operations.

Responsible for (staff/jobs): Line management for up to two Grant Officers.

Key Responsibilities

Minimum requirements:

- **Programme Delivery:** Lead the operational design and delivery of designated grant programmes, managing the full end-to-end cycle. This includes implementation, day-to-day delivery, integration of operational learning, and programme closure. Collaborate with grantmaking colleagues and internal teams to ensure smooth and effective delivery.
- **Grantmaking Lifecycle Management:** Oversee the full grantmaking lifecycle for specific programmes, ensuring each application and grant is processed, monitored and supported effectively.
- **Project Management Leadership:** Act as delivery lead for assigned programmes, using agile and structured project management approaches to ensure timely and high-quality execution.
- **Systems Stewardship:** Identify and champion the effective use of the grantmaking portal, related systems and tools to enhance delivery efficiency, potential for impact and data accuracy.
- **Process Optimisation:** Continuously review and improve grantmaking processes, to strengthen the operational effectiveness of the grantmaking team and reduce the administrative burden on applicants and grant holders, and ensure the grantmaking platform is used to its full potential.
- **Client Engagement:** Represent the grantmaking team in client delivery conversations, working closely with Grantmaking Advisers to ensure programmes meet client satisfaction and maintain strong relationships.

- **Data and Financial Accountability:** Maintain oversight of programme-level data and financials. Ensure accuracy, compliance with reporting requirements, and readiness for audits.
- **Learning Integration:** Capture and share operational insights and programme learnings to inform future programme and operational design and support continuous improvement across the grantmaking team.

Note: The key responsibilities outlined above are not exhaustive, and additional duties within the scope of the role may be required as reasonably necessary.

Who You Are

- Passionate about good grantmaking and efficient programme delivery to maximise the potential impact of philanthropic funds.
- A dynamic delivery professional with sharp operational instincts, who is experienced in managing grantmaking lifecycles, within mission-driven organisations.
- Adept and comfortable with prioritising workloads, responding to change and proactively managing competing deadlines.
- Organised, proactive and solutions-oriented, with an interest in streamlining and enhancing processes for impact whilst ensuring satisfaction for charities and donors alike.
- Skilled at stakeholder coordination and confident managing staff and leading conversations with clients, grant holders and internal teams.
- Insight-driven with an interest in continuous improvements, always seeking ways to refine programme delivery based on lessons learned.
- Have strong IT skills and are curious and confident in using grant management systems.
- Have strong attention to detail with accuracy in data handling and documentation, and are comfortable working across systems, data, and reporting.
- Have excellent communication skills both written and verbal.

Qualifications & Experience

- **Strong experience** in programme or project management, ideally within grantmaking, non-profit or public sector contexts.
- **Strong understanding** of operational delivery frameworks and grant lifecycle management, including grant management systems and data handling protocols.
- **Experience working in matrixed environments**, navigating and liaising with internal teams, external collaborators, and cross-organisational colleagues to deliver shared goals.

- **Experience in using grant management systems** to support the end to end delivery of grant programmes
- **Skilled communicator**, with a knack for translating operational complexity into clarity.
- **Comfortable managing data and budgets**, tracking financials, and supporting compliance.
- **Good understanding of the charity sector**, including charities, social enterprises and other charitable organisations.

PERSON SPECIFICATION

Job title: Grantmaking Delivery Manager

Date: December 2025

Attributes	Essential ✓	Desirable ✓	How Evidenced †
Experience - Experience of managing the operational development and delivery of grant programmes at a local, national or international level. - Experience of delivering government funded grant programmes. - Experience in project management, planning and delivering projects on time. - Experience of managing high-volume workloads and prioritising effectively. - Experience of managing decision making panels for grant programmes. - Significant experience of using a bespoke online grant system. - Experience of database administration and process development - Experience of managing people effectively - Experience of driving process improvements and supporting continuous improvements - Experience working in matrix environments	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓	 A/C A/C A/C A/C A/C A/C A/C A/C A/C A/C
Qualifications - Educated to degree level or equivalent relevant experience - Financial qualification	 ✓	 ✓	 A/E A/E
Specialist Skills/ Ability/Knowledge - Strong understanding of the UK non-profit sector - Good understanding of civil society across the globe	 ✓	 ✓	 A/C/T A/C/T

• Strong understanding of operational grant delivery frameworks and grant lifecycle management, including systems and data handling protocols.	✓		A/C/T
• Skilled in grant assessments, with a working knowledge of project finances and impact measurement	✓		A/C/T
• Proficient in Microsoft Office (Intermediate/advanced)	✓		A/C/T
• Strong analytical and numerical skills, with high attention to detail and accuracy	✓		A/C/T
• Ability to analyse performance and devise strategies to enhance outcomes.	✓		A/C/T
• Confident at producing a range of written outputs (reports, think pieces etc.) for diverse audiences	✓		A/C/T
• Skilled in the handling and application of data	✓		A/C/T
• Skilled in grant assessments, with a working knowledge of project finances and impact measurement	✓		A/C/T
• Budget management skills and experience		✓	A/C/T
Communication			
• Excellent written and verbal communication skills for internal and external audiences	✓		C
• Ability to effectively represent CAF in both internal and external meetings	✓		C
• Strong stakeholder relationship-building skills	✓		C
Personal Qualities			
• Able to work with minimal supervision and prioritise effectively	✓		C
• Self motivated and proactive	✓		C
• Highly organised with strong accuracy	✓		C
• Flexible attitude to work and willingness to support colleagues as needed	✓		C
Prior to Appointment			
All posts:			
• Credit Check	✓		R/E
• Dow Jones Check	✓		R/E
• Basic DBS Check	✓		R/E
• Employment References	✓		R/E

• Medical Clearance	✓		R/E
• Right to Work in the UK	✓		R/E

Key

R = References, **E** = Evidence/Certificates, **A** = Application, **C** = Competency Interview, **T** = Testing/Assessment