

**JOB DESCRIPTION**

1. **JOB DETAILS**

**Job Title:** Trusts Fundraiser

**Hours:** 28-37.5 hours per week

**Tenure:** Temporary (12 months)

**Unit/Department:** Fundraising

**Reports to:** Head of Fundraising

**Salary:**

1. **JOB PURPOSE**

To research and write applications for trust, foundation and grant giving bodies to achieve fundraising income targets.

1. **DIMENSIONS**

The fundraising team’s target in 19/20 is £1.9 million, of this the income target for Trusts is £150k.

To be responsible for sustaining and increasing income from a range of charitable trusts to help maintain and develop hospice services. This includes building relationships at all levels and submitting a range of innovative, creative and compelling funding applications.

1. **PRIMARY DUTIES AND RESPONSIBILITIES**

* Research, develop and submit persuasive funding applications to charitable trusts and foundations to secure income for both capital and revenue projects
* Research and identify new trusts, foundations and grant making organisations using a range of on-line resources and publications.
* Attend meetings with funders and potential funders and arrange hospice visits
* Manage ongoing grants working with key staff within the hospice, providing reports and documentation to the funder and obtaining publicity where appropriate.
* Work with relevant staff to agree and establish a framework for monitoring and evaluation in order to provide reports to funders.
* Monitor progress against targets (e.g. number of projects and trusts identified, number of bids submitted and total income raised) and develop an income pipeline
* Maintain good knowledge and understanding of Rowcroft’s work and ensure statistics and information is up to date for use in applications
* Be responsible for ensuring all donor records are updated and maintained on the database
* To provide information and reports as required to the Head of Fundraising

1. **COMMUNICATIONS AND WORKING RELATIONSHIPS**

Head of Fundraising

Fundraising Team

Staff across all areas of the hospice

**6. AUDIT CLAUSE**

All members of staff are expected to participate in audit assessments as appropriate.

**7. PERSON SPECIFICATION**

(Please see attached)

**8.** **JOB DESCRIPTION AGREEMENT**

This job description is subject to review. The post may include other duties and responsibilities as determined by the recruiting manager in consultation with the postholder.

The post is subject to Rowcroft Hospice Foundation Ltd. Terms and Conditions of Service.

Postholder’s Signature: Date:

Head of Department’s Signature: Date:

**9. PERSON SPECIFICATION**

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| Attributes | **Essential** | Desirable |
| **Qualifications, special training and general intelligence** | * Educated to A level or equivalent | * IoF qualification or other relevant professional qualification |
| **Knowledge and skills** | * Strong verbal and written communication skills with the ability to produce concise and influential information. * Excellent organisational skills and the ability to plan, prioritise and complete tasks on schedule. * Strong attention to detail. |  |
| **Experience** | * A minimum of 2 years’ experience of trust/bid writing in a fundraising environment. * Experience of report writing. * Experience of researching new trusts and grants on the various databases available. * Experience of using specialist research tools. * Experience of meeting/exceeding targets |  |
| **Personal requirements e.g. communication, interpersonal** | * Strong interpersonal skills and an ability to influence and motivate others * Flexible and able to prioritise workload to achieve deadlines * Creative and imaginative in approach to ideas and opportunities * Target driven and a self-starter |  |
| **Other requirements, e.g.**  **Rotas** | * To be able to attend fundraising events and activities which may be in the evening or weekends |  |