

**Job Description**

Title: Trusts and Grants Fundraiser

Reports to: Fundraising and Communications Manager

Salary: £26,000-£30,000 pro rata DOE. (Also open to Freelance contract)

Hours: Negotiable

Based: Office based/Hybrid. Paul’s Place Head Quarters, South Glos

Terms: Permanent, 28 days annual leave entitlement (based on a full-time equivalent) Occasional weekend and evening working.

**ROLE PURPOSE**

To develop the charity’s grant income through compelling and bespoke applications to Trust & Foundations in support of Paul’s Place. To work with appeal holders to devise and establish fundraising plans and to research and write bids which will actively generate funds. Be confident in communicating by email, telephone and in person. A creative individual, who’s detail orientated and a brilliant storyteller to help us tell the story of Paul’s Place in a bigger and bolder way.

|  |
| --- |
| **MAIN DUTIES** |
| **Organisational Responsibilities** | * To take responsibility for securing donations from grant making Trusts and Foundations.
* To research and qualify funding opportunities, take ownership of grants from beginning to end (including initial application through to monitoring and reporting) and to develop long lasting relationships with grant givers leading to repetition of grants.
* To write clearly and succinctly to make the case for successful grant bids.
* Maintain accurate and up-to-date records of all fundraising activity, including proposals, applications, and donor interactions, using CRM system.
* Foster excellent communications and relationships with key grant-making Trusts, Foundations and Trustees as well as staff at all levels.
* Develop and maintain a thorough understanding of the charity’s activities and programmes to be able to communicate effectively with stakeholders and potential funders.
* To develop strong working relationships with appeal holders and develop detailed knowledge of their objectives and aspirations for funding.
* Produce and update an annual Trusts and Foundations fundraising plan and pipeline, detailing expected income. Monitor and review income from trusts and grants, analysing projects and developing action plans for remedial action as needed.
* To ensure all fundraising activities are conducted appropriately and within the law; to follow accepted codes of practice as set out by the Institute of Fundraising. To keep informed of any legislative or regulatory changes which impact on the charity, its fundraising and taking effective action when necessary.
* To create compelling cases of need to help us tell the ‘story’ of Paul’s Place.
* Attend events, networking opportunities, and other external meetings to build relationships with potential donors and raise the profile of the charity.
 |
| **Service Delivery, Quality Assurance, Monitoring and Evaluation** | * Produce reports for the Fundraising and Communications Manager.
* Work with the Monitoring and Evaluation Officer to ensure that all database information is consistent (from the CRM system and any further databases used) and follows GDPR policies.
* Work with services users to ensure that there is a consistent and authentic ‘disabled voice’ to trusts and grant applications.
 |
| **Relationship Management** | * To develop professional relationships with staff, volunteers, members, carers and Trustees
* Work with Members and carers to ensure that real life stories are communicated.
* Ensure that all applications are following Paul’s Place values and promoting equality, diversity.
* Deliver presentations about the work of Paul’s Place and specific projects as appropriate to support both the Fundraising and Communication functions of the charity.
* Adhere to the Professional Boundaries Policy and ‘live out’ the values (inclusive, encouraging, empowering, caring and friendly)
 |
| **General duties** | * Attend line management supervision, team meetings and annual appraisal.
* Keep up to date with issues and developments within the disability community.
* Attend mandatory training and refresher sessions, as well as other relevant staff development/ learning sessions.
* All staff may be asked to undertake other duties and responsibilities as determined the CEO or Board of Trustees.
 |

**Person Specification**

|  |  |
| --- | --- |
| **EXPERIENCE** | **Essential (E) / Desirable (D)** |
| 1 | A proven track record of securing funding from Trusts, Foundations, and corporate entities. | E |
| 2 | Experience using a CRM system to manage fundraising activity | D |
| 3 | Experience in telling stories through case studies and from the viewpoint of another person | E |
| **KNOWLEDGE**  |  |
| 1 | A sound understanding of Trusts fundraising ‘best practice’. | E |
| 2 | Knowledge and a commitment to promote equality and diversity and show this through their work. Ability to challenge any inequality or unfair discrimination in a positive and effective manner. | D |
| **SKILLS**  |  |
| 1 | Excellent writing skills, with experience of developing high-quality proposals and grant applications. | E |
| 2 | Excellent time management and organisational skills, with the ability to prioritise competing demands and meet deadlines. | E |
| 3 | A ‘people person’ who enjoys working with people from a variety of backgrounds and life experiences.  | E |
| 4 | Proactive and able to use own initiative, working with minimal supervision | E |
| **QUALIFICATIONS**  |  |
| 1 | Educated to a degree standard or demonstrable experience reflecting an ability to be able to write to varied audiences | E |