**Job Description**

**Job title:** Trusts and Foundations Fundraiser

**Location:** The post holders time will be split between home and our offices in Burpham. The Trusts and Foundations Fundraiser will be expected to attend events and meetings at external locations.

**Reporting to:** The post holder will report into the CEO.

**Reporting For:** Not applicable.

**Job Purpose:**  Working in partnership with the Community and Corporate Fundraiser, the post holder will target Trusts and Foundations to realise funding to supplement our statutory funding allowing us to give unpaid / family carers of all ages the support and respite they need.

This varied role includes research, proposal writing, identification cultivation and stewardship of key relationships and management reporting. The post holder will be comfortable independently writing for diverse audiences from small trusts to lottery funders and government departments.

**Hours:** 28 hours per week over 4 days.

**Salary:** FTE£29,000 to £32,000

**Main Duties**

* Explore grant, foundation, statutory and lottery funding opportunities.
* Develop and submit persuasive, ambitious, and well written funding applications to charitable trusts and foundations to secure funding .
* Build on existing relationships with key funders to maximise income and meet ambitious targets.
* Cultivate new relationships with new charitable trusts, lottery funders and government departments and ensure funding approaches match their interests and priorities.
* Work with Service Managers to identify projects and areas of work that would be appropriate for funding applications and would resonate with funders.
* Maintain a schedule of approaches and asks and implement a rolling monthly application schedule.
* Write reports and updates to keep funders informed of the positive impact of their support.
* Work alongside the Community and Corporate Fundraiser to share knowledge and create the best possible opportunities for the organisation.
* Prepare communications for the board and employees about our fundraising efforts.
* Attend Fundraising Sub Group meetings.

**General**

* Work in partnership alongside the Community and Corporate Fundraiser, including providing cover where needed, whether that is attending an event or speaking with a corporate.
* Attend and pro-actively contribute to team meetings, individual supervisions with line manager and internal communication meetings.
* Attend mandatory and other training identified by ACS.
* Ensure all work meets current legislative requirements, good practice and is line with ACS policies and procedures, in particular to understand good practice fundraising frameworks.
* Undertake any other duties as appropriate and commensurate with the grading of the post.
* Work in accordance with the ACS Code of Conduct, policies, standards and procedures of ACS.

**Person Specification**

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| **Specification** | **Essential ( E ) or**  **Desirable (D)** |
| **Qualification**s: |  |
| Educated to A Level standard | E |
| Evidence of continuing professional development and commitment to learning. | E |
|  |  |
| **Skills, Experience & Knowledge** |  |
| Has a proven track record of independently developing and writing successful funding bids | E |
| Has a track record of working to agreed targets and deadlines through effective time management and prioritisation | E |
| Has demonstrable experience managing, collating and reporting data | E |
| Has a proven work history in managing relationships with business partners | E |
| Can independently and accurately prepare high quality written material. | E |
| Is a persuasive and natural communicator who is able to present and talk passionately and appropriately about carer related matters, whether in a one-to-one meeting, or to a group. | E |
| Able to work under own initiative and with minimal supervision | E |
| Knowledge or understanding of the carers’ landscape | D |
| Proven competence in Word, Excel, Outlook and PowerPoint plus databases, data analysis and report writing/generation | E |
|  |  |
| **Personal Qualities** |  |
| Active listening skills | E |
| Ability to multi-task, set priorities and manage time effectively | E |
| Ability to use own initiative, be resilient and work without direct supervision | E |
| Persuasive and approachable with the ability to form and maintain good working relationships with all stakeholders | E |
| A flexible approach to working hours | E |
| Able to adhere to Action for Carers Surrey policies and procedures | E |