



TRUST FUNDRAISER

Department:	Fundraising
Job title:	Trust Fundraiser
Reports to:	Trusts and Foundations Manager
Responsible for:	Fundraising and Volunteer Management
Based at:	Head Office, Leatherhead, Surrey
Salary:	Up to £32,000 per annum

Job Summary

The key role in the Trust Fundraisers team is to raise funds for the work of Rainbow Trust Children's Charity from charitable trusts and foundations.

- The post holder will research, identify and cultivate potential new regional and national funders for revenue funding
- Develop and maintain strong relationships with current donors by providing excellent stewardship
- Work across the organisation to develop accurate, creative and inspiring propositions and packages of support
- Work collaboratively with all fundraising and engagement teams to achieve overall organisational objectives
- Contribute towards the planning and delivery of the charity's strategic, operational and departmental plans.

Rainbow Trust Children's Charity enables families who have a child with a life-threatening or terminal illness to make the most of time together, providing expert, practical and emotional support, where they need it for as long as it is needed.

Areas of Responsibility (specific to role)

- To generate and maintain trusts income against an agreed target
- Identify and research new prospective trust funders, and find creative ways to engage them with Rainbow Trust to secure funding
- Work and lead project teams to generate and develop ideas into high quality funding applications
- Prepare, present and monitor some grant applications and tenders to statutory bodies
- Work collaboratively with Family Support Teams to ensure effective and timely management of grants
- Research and develop new sources of statutory income in line with emerging government policies
- Explore and develop potential partnerships with other organisations that may lead to joint submissions for funding
- Attend relevant meetings, conferences and forums to increase funding opportunities available to the organization
- Develop and submit high quality grant proposals by working collaboratively with Care services and the engagement team
- Provide the highest level of donor care, including bespoke and creative stewardship for existing supporters and creating and developing meaningful relationships
- Keep abreast of news about funding opportunities /income streams from charitable trusts
- Stay ahead of trends and identify new opportunities and proactively recommend changes to our funding strategy
- Maintain an accurate database and filing system, ensuring that records are kept fully up to date with all donor and prospect communications, plans and information
- Keep up to date with fundraising activities of other relevant charities and identify opportunities for collaboration or replication
- Ensure the efficient processing of all donations.

General Responsibilities

Leadership and Strategy

- Provide expert guidance and direction for staff, volunteers and interns
- Act as representative of the charity to a variety of external and internal audiences and in different contexts
- Participate in the strategic planning process including budget setting
- Operate in compliance with relevant legislation, best practice and corporate policy
- Commit to Performance Management Process and develop stretching objectives to meet business plan
- Take responsibility for own professional development
- Live the Rainbow Trust values

Operational and Project Planning

- Ensure processes are documented and effectively governed, taking a continuous improvement approach to activity
- Take individual responsibility for agreed objectives, targets and budgets
- Monitor income and project progress on a monthly basis and report any variance and action require
- Develop project plans to support work programme activity that identify key milestones, success criteria and resource requirements
- Contribute to team and department planning events and activity
- Monitor project and work programme progress and report any variance
- Negotiate with suppliers to ensure best value for money is obtained
- Organise own time and resources effectively and use initiative

Working with Customers and Service Delivery

- Deliver first-class relationship management to a portfolio of Trusts ensuring sound supporter management principles are delivered at all times
- Deliver outstanding service to both funders and colleagues to professional standards and corporate guidelines.
- Report any complaints received from either funders or external partners
- Act as a passionate ambassador for Rainbow Trust representing the Trust team positively to internal and external stakeholders.

Developing, Maintaining Systems and Procedures

- Report against plan monthly, identify variance and make appropriate recommendations
- Ensure GDPR compliance
- Ensure that data relevant to area of responsibility and activity is appropriately recorded and stored in the CRM
- Ensure regular data cleansing is actioned
- Develop the supporter journey, ensuring its effectively recorded and managed using the database

People Management and Development

- Recruit and retain high calibre volunteers and interns through effective supervision (following best practice guidelines for managing volunteers/interns)
- Identify appropriate volunteers to maximize corporate capabilities and provide them with clear guidance and support
- Recognise and value the contribution of volunteers

Team Working and Collaboration

- Contribute professional knowledge and expertise to team and department development, service delivery monitoring and evaluation
- Collaborate effectively with colleagues in all teams to deliver on priorities and objectives
- Act as a source of knowledge and expertise to colleagues
- Champion business improvement and people development initiatives
- Provide guidance and support to junior staff members and volunteers
- Proactively participate in team meetings and away days as well as staff conference

Special Conditions

- The role will require occasional evening and weekend work in order that the organisation is able to deliver on its commitments to its stakeholders
- Some UK travel may be required from time to time
- The list of responsibilities outlined above are not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.

PERSON SPECIFICATION

Trust Fundraiser



ESSENTIAL

DESIRABLE

Experience

(Previous roles, types of organisations)

- Managing a trust fundraising programme
- A proven track record in meeting challenging income targets
- Experience of producing a range of communications for trusts and foundations, high value donors or equivalent
- Experience of managing and developing supporter relationships, including communicating with and influencing donors on the phone, face to face and in writing

- Management of volunteers

Special Competencies

(Specific job-related skills knowledge understanding)

- Skilled in bid writing techniques
- Able to manage donor information using database and paper systems with careful attention to detail
- Knowledge of trust and foundations fundraising and experience of using research mechanisms for identifying prospective funders
- Awareness and understanding of trends and changing legislation in relation to statutory income generation
- Knowledge of the principles that underpin good customer care
- Knowledge of standard office administrative practices
- Experienced negotiator
- Proficient in standard office software, e.g. MS Office, Outlook, IE

- Management of statutory contracts

Disposition

(Influence over others, dependability, self-reliance)

- Authoritative leadership, ensuring quality is maintained
- Working within established standards and guidelines
- Multi-tasker - working with a sense of urgency to meet deadlines
- Quick learner with a positive response to pressure and challenge
- Independent with task based collaboration
- Clear and factual communicator

PERSON SPECIFICATION

Trust Fundraiser

ESSENTIAL

DESIRABLE

Thinking Style

(Practical, conceptual, innovative, traditional, change orientated)

- Firm decision maker supporting established policies and procedures
- Careful, critical scrutiny of new ideas to maintain standards
- Quick evaluation based on knowledge and minimising risk
- Proactive, expertise-based problem solving, overcoming obstacles
- Technical, analytical focus

Attainments

(Academic & prof qualifications & training)

- Relevant education qualifications and/or professional development or portfolio of evidence
- Evidence of literacy and numeracy appropriate to the level of the role
- Educated to at least A level/or equivalent
- Degree or equivalent experience

Motivation

(Ambition, money, security)

- Achieving accurate and timely results
- Recognition for high performance
- Broadening of responsibilities

Circumstances

(Mobility, special demands of job, unsocial hours)

- Commitment to own continuing professional development
- Some flexible working to accommodate UK travel.