

Trusts & Foundations Fundraiser

Job Description



Salary:	£30,333 - £34,360 FTE
Contract:	Permanent, full time or part-time (minimum 0.8FTE)
Hours:	29 – 36.25 hours per week (0.8 – 1FTE)
Location:	Remote, Hybrid or Office-based (Kendal). If remote, there would be an expectation to attend the office at least 1-2 days per month as well as for a period of time during the induction process. On site accommodation can be arranged.
Reporting to:	Fundraising Manager

The focus of this role will be to support the Fundraising Team and wider Income and Engagement Department with income generation specifically through grants from Trusts and Foundations. The post holder's key tasks will be as follows:

Trust & Foundation Fundraising:

- Work with the existing Trusts and Foundations Officer and the Fundraising Manager to identify, research, and maintain a pipeline of funder prospects
- Write tailored, well-considered and compelling applications to identified Trusts and Foundations for support in-line with current fundraising priorities and income targets. This will include grants towards capital projects, staff and project costs and core funds
- Support the Trust to reach its c.£500,000 annual target income from Trusts and Foundations through submitting successful four- to six-figure grant applications
- Provide excellent stewardship of new and existing funders through regular communications, reporting, and stewardship practices
- Ensure all gifts are appropriately acknowledged and recognised, the terms and conditions and reporting requirements are recorded, monitored and fulfilled and that donors are kept informed of all key developments
- Ensure accurate and up-to-date records on prospects, grant applications, communications and reports are entered onto the fundraising database (Donorfy) regularly
- Liaise with the Fundraising Manager and Finance & HR Manager to ensure accurate budgets are submitted, grant payments are received and accurately coded, and funds are used to fund the projects or activities that they were raised for
- Provide updates to the Fundraising Manager on pipelines, progress, challenges and successes as required

Other:

- To participate in internal and external training as appropriate to the role
- To confidently represent Bendrigg Trust at external events and in conversations with funders
- Assist with other fundraising initiatives across the wider Fundraising Team as required
- To undertake such duties as may reasonably be expected, within the scope and rank of the post.

Trusts & Foundations Fundraiser

Person Specification

It is expected that the post holder will have the following:

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • A proven track record of securing and increasing income from grants • Ability to develop, manage and maintain diverse positive relationships • Experience in identifying, researching and developing funding opportunities 	<ul style="list-style-type: none"> • Experience in some or all of the following areas; <ul style="list-style-type: none"> • The outdoor sector • Working with disabled and/or disadvantaged people • Charitable giving • Experience of using a CRM database
Knowledge	<ul style="list-style-type: none"> • Knowledge and interest of fundraising from Trusts and Foundations • Good understanding of the work of Bendrigg Trust • Understanding of the role of fundraising within the charity sector 	<ul style="list-style-type: none"> • An understanding of the barriers/challenges faced by disabled people as well as the benefits of outdoor learning • Understanding of relevant legislation / charity law affecting fundraising practice
Skills	<ul style="list-style-type: none"> • Good and wide-ranging IT skills including Microsoft Word, Excel and Outlook • Strong interpersonal skills with the ability to communicate effectively with a diverse range of individuals • Ability to write clear, concise, and persuasive funding proposals • Good oral communicator, particularly via telephone • Strong prioritisation and time-management skills; ability to successfully manage a full-workload with limited supervision whilst working under pressure to meet deadlines 	<ul style="list-style-type: none"> • Competent with Office 365 (including Sharepoint)
Personal Attributes	<ul style="list-style-type: none"> • Empathy with the aims of Bendrigg • Motivated and proactive • Can work well alone and as part of a team • Approachable, friendly, open and honest • Highly organised with an attention to detail 	
Other	<ul style="list-style-type: none"> • Reliable broadband (if hybrid/remote working) • A willingness to work variable hours, with occasional weekend, evening and Bank Holiday work 	<ul style="list-style-type: none"> • A full, ideally clean, driving licence (Bendrigg is in a rural location with no public transport links. Whilst a driving license is not essential, the post holder will be responsible for getting to site on required office days).