

Job Title: Trusts and Foundations Fundraising Officer

Responsible to: Income Generation & Development Lead

Responsible for: Income Generation from Trusts and Foundations

Main Purpose of job:

To process a “pipeline” of applications to grant making Trusts and Foundations so that you can achieve the annual income target set for this income stream.

This role needs to develop sound relationships both internal and external so that you can keep abreast of any projects, new ideas, knowledge of working practice so that you can submit bids that cover both restricted and unrestricted funding.

To cover all core funding for the charity for Short Breaks activity, Family Advice Service and Fundraising.

Main Duties

Account Management

- Stewarding and developing relationships with current funders, including the preparation and punctual submission of accurate, thorough written reports.
- To prepare budgets for the projects as and when needed.
- Proactively updating funders with project and organisational developments as necessary.
- Gathering feedback and preparing case studies from beneficiaries as appropriate.
- Providing evaluation feedback to funders.
- Meeting funders and attending presentations when needed.

New Funders

- Carrying out prospect research to accurately, and thoroughly research relevant funders to prepare for applications.
- Preparing and submitting persuasive applications outlining outcomes and impact.
- Preparing annual impact reports to submit with your grants.
- As required, supporting the Income Generation Lead with the preparation of larger bids and the development of these relationships.
- Working across departments to build effective relationships with children support staff and other Family Advice members to prepare bids, reports and cases for support.
- To provide excellent written and verbal communication skills with the ability to write persuasively and engagingly.

Internal processes

- Completing records in internal team processes and on the ACT. database to ensure that funder communications, reports and applications are maintained accurately.
- Researching specific funding areas for writing or updating Cases for Support.
- Gathering and sharing information with teams across the organisation as appropriate to ensure the accuracy of internal fundraising records.

General Responsibilities

- To undertake mandatory training as required by We Are Beams and participate in appropriate education, learning and development.
- Maintain confidentiality of all information required. This includes supporters, members, carers, staff and volunteers.
- To undertake an appraisal annually, and through self-development, continually update and improve knowledge and competencies.
- To respect and guide all volunteers utilised in your area.
- To take responsibility for being up to date with current policies and procedures and adhere to these.
- Co-operating fully in the introduction of any new technology and new methods of working as appropriate. Strive to have a high level of IT literacy.
- To promote at all times, We Are Beams aims and values.
- To be aware of guidelines stated in the staff handbook and all relevant policies and procedures.
- Keeping up to date on key trends, best practice and fundraising law..
- To work to a given deadline, regardless of timing. This may need out of hours working.

Footnote: This job description is provided to assist the jobholder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post