

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Trust and Statutory Fundraiser
<b>Establishment:</b>	Based at Head Office in Woodbridge, Suffolk with occasional travel to meet clients, mostly within the UK
<b>Line Manager:</b>	Director of Charity Fundraising Ltd or nominated deputy
<b>Salary:</b>	£22,000 - £26,000 (subject to experience) regular reviews
<b>Hours of Work:</b>	37 Hrs per week. Normally Monday to Friday 9 a.m. to 5 p.m. with lunch break. Occasional evening and weekend duties.
<b>Holidays:</b>	24 days per year

### General Information:

Charity Fundraising Ltd, a leading team of UK fundraising consultants, has successfully raised millions of pounds in grant funding for charities / voluntary sector organisations over many years of hands-on experience in charity management and fundraising consultancy.

We offer a full range of fundraising services, from funder research and bid writing through to full campaign management. We also offer strategic advice, business planning and training / mentoring.

We entrust members of staff with confidential information and resources. Such information and resources must be respected and confidentiality must be maintained at all times.

Members of staff are expected to promote a positive image of our services, as well as assisting in the maintenance of good relationships with client charities and potential clients.

### Main Duties:

This is an interesting and varied role working to support the fundraising of a wide range of voluntary sector organisations. Main duties include but are not limited to:

- Detailed research of grant and contract funding opportunities for client charities using a range of on-line resources and publications. Inputting accurate summaries into spreadsheets / databases and ensuring information is kept up to date.
- Drafting of high quality grant funding bids and tenders, in line with the requirements of potential funders or commissioners and with reference to their published guidelines and any communication with them.
- Advice to clients on project design and development as well as wider fundraising strategy.
- Review of funding bids and tenders providing accurate and detailed feedback to clients.
- Supporting clients to develop appropriate and accurate project budgets in line with full cost recovery principles.

- Liaising with and providing support to line manager and colleagues.
- General administrative duties including maintaining records at the employees own initiative and also as assigned by line manager
- Where appropriate; client management and project co-ordination with colleagues
- Assist as appropriate with planning and administration of training events for voluntary sector organisations
- Other duties that may be assigned from time to time by line manager

### **Person Specification:**

A successful track record of experience in two or more of the following areas is essential:

- Achieving major grant funding from trusts, foundations, lottery distributors or similar
- Winning statutory contract tenders for social care / health related services or similar
- Undertaking high quality research to efficiently identify grant and contract funding opportunities for voluntary sector organisations.

Please note that experience in community / event / street-based fundraising or more general experience in the voluntary sector is not sufficient to be considered for this role.

### Further Essential Qualities:

- A team player with a confident manner and a professional, flexible, positive and studious approach to the work
- An ability to quickly develop a detailed understanding of wide ranging and complex topics
- A high standard of written English with an ability to produce concise and persuasive prose
- High level computer literacy, for word processing, emailing, DTP, record keeping, developing budgets and web-based research
- A good telephone manner
- Close attention to detail
- An ability to work with figures and to use spreadsheets

### Desirable Qualities:

- Understanding of financial reporting standards in the voluntary sector as well as differing legal structures
- Experience in planning and developing effective fundraising strategies
- A detailed understanding of the wider funding environment and changing trends in the voluntary sector
- Relevant professional qualifications or memberships
- A current valid driving licence and the use of a vehicle

The post holder must take ownership of, and reflect our ethos in their behaviour; including high professional standards and effectiveness in working with colleagues to achieve the best possible outcomes for our clients.

The post holder will be expected to engage in and undertake with enthusiasm all opportunities for his / her own training and professional development in order to achieve additional skills as this role develops.

We require employees to show a proactive attitude to developing the quality and efficiency of their own work and the service that Charity Fundraising Ltd can offer to its clients. The post holder will need a flexible approach to his / her duties, accepting new tasks with enthusiasm.