

**Job description**

**Job title:** Trusts & Grants Fundraising Officer

**Reports to:** Chief Executive Officer

**Job purpose:** To research and write applications for trust, and Grant giving bodies, as required to meet the annual financial targets.

**Key Accountabilities**

* To research and accurately portray the work of bibic, and establish effective cases for funding through applications.
* To meet set monetary fundraising targets as set down in the budget.
* Write timely, tailored effective applications, addressing grant-making priorities or requirements as specified by individual trusts, foundations or grant making bodies
* To research, implement and develop client care and communication strategies for individual trusts and ensure regular reports on funded projects.
* To research the market place and collect information and intelligence to influence the rolling business plan.
* To assist other fundraising and marketing staff, in applications, formulating cases for support, and in generating high quality communications.
* Research and identify potential trusts using databases, internet, printed and online resources.
* To write, and submit in a timely fashion, appropriate written reports to funders on how grants have been spent
* To be responsible for delivering monthly activity targets, such as the number of proposals submitted.

**General fundraising:**

* To work with the CEO and fundraising team on other forms of fundraising, including community, corporate events, legacy, and donor development
* Contribute new ideas for fundraising and identify suitable funding initiatives, calls for proposals etc.
* To maintain an awareness of national developments regarding fundraising to regulations and ensure your compliance.

**Additional Duties:**

* To provide a high-quality service to bibic’s current and potential supporters ensuring satisfaction always.
* To work with other members of the fundraising team to achieve set goals.
* To carry out other duties as may be required from time to time.
* To act always within bibic’s rules, policies and procedures as stated in the staff handbook
* To ensure that you comply with relevant laws, charters and codes of practice.
* Flexibility to work outside of office hours on occasions.

**Relationships:**

* The post holder needs to demonstrate the ability to manage a wide range of relationships in a positive manner across the organisation.

**Terms and conditions:**

**Salary**: £25,000 to £26,000 fulltime salary pro rata per annum

**Holiday**: 23 days holiday pro rata per annum including the mandatory shutdown over the Christmas period of 3 days, plus public holidays.

**Hours**: 22.5 hours per week

**Contract:** 12 months fixed term with the possibility for an extension to the contract depending upon the applicant’s performance, the Charity’s budget.

**Probationary period**: 6 months

| **Area** | **Essential** | **Desirable** |
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| Qualifications / Education | Educated to A level equivalent | Member of Institute of Fundraising |
| Experience | Proven experience of trust and grant fundraising, including generating income in excess of £100,000 pa  Proven track record of achieving income against agreed financial targets.  Demonstrable creative thinking which leads to solutions to meet funding criteria and organisational need. | Working for an organisation serving the needs of vulnerable children or adults |
| Skills and Knowledge | Strong verbal and written communication skills.  Good standard of numeracy and able to construct project budgets.  Knowledge of charity legislation, data protection and other best practice requirements as they relate to fundraising.  Good knowledge of trust and statutory funders.  Strong personal organisation and co-ordination skills, with the ability to forward plan and pay attention to detail.  Competent IT skills.  Competent research skills.  Ability to work on own initiative.  Able to work well with others. |  |
| Personal qualities | Drive, enthusiasm, ambition and determination to succeed.  Ability to grasp and convey information clearly.  Able to juggle sometimes competing priorities and meet deadlines. |  |
| Other | Willing to undertake out of hours work for which time in lieu is given  Prepared to undertake some travelling if necessary: full driving licence and access to a car with business insurance. | |