**Job Description**

**Job title:** Trusts & Foundations Fundraiser

**Reports to:** Head of Fundraising and Marketing

**Base:** Office based (Old Kelways, Somerton Road, Langport, Somerset)

Or home based with occasional travel to office

Or hybrid - office and home based

**Hours:**  Full time (37.5 hours) or part time and job shares considered

Flexible working hours

**Summary of role**

To maximise income from trusts and foundations through compelling, creative and persuasive applications; by identifying and researching prospects and delivering exceptional stewardship and reporting.

**Key responsibilities**

* Work to deliver agreed income targets & grow income from trusts and foundations.
* Research, identify and prioritise new local and national grant-making organisations to grow income through acquisition.
* Analyse and segment existing grant-making organisations who support/have recently supported bibic to deliver appropriate, quality personalised stewardship which deepens relationships and increases loyalty and value.
* Research and prepare compelling grant applications that are tailored to the specific needs of each prospective funder
* Work collaboratively with the therapists and Managing Director to develop in-depth knowledge of services/projects and gain access to quality information/data to strengthen proposals.
* Effectively manage a complex schedule of applications, reports and stewardship.
* Accurately record and share information to ensure bibic adhere to all grant conditions e.g. restricted funding spend tracking.
* Utilise the CRM to maintain accurate information and drive grants activity.
* Analysis and evaluation of data to facilitate continuous improvement.

**Additional responsibilities:**

* Work collaboratively with the Head of Fundraising and Marketing for overall fundraising success.
* Ensure all information is accurately recorded in a timely manner.
* Work effectively with other members of the wider bibic team.
* Carry out other duties as may be required from time to time.
* Act always within bibic’s rules, policies and procedures as stated in the policies and procedures manual.
* Ensure that you comply with relevant laws, charters and codes of practice.
* Flexibility to work outside of office hours on occasions.

**Person specification:**

| Area |  |
| --- | --- |
| Qualifications and/or Education | Desirable:   * Evidence of continual professional development in fundraising * CIOF qualification |
| Experience/knowledge | Essential:   * Developing strong, successful relationships within a fundraising or similar environment * Using databases to monitor, analyse and drive work activity * Creating compelling written work, with proven track record of influences and inspiring others * Track record of working to and achieving financial targets   Desirable:   * Experience of fundraising from trusts and foundations or working within another fundraising discipline * Track record of successfully securing 5+ figure gifts in fundraising * Knowledge of legislation, data protection and best practice relating to fundraising. |
| Skills | Essential:   * Strong written skills and ability to present complex information to inspire potential funders * Strong relationship building skills * Highly organised and able to coordinate multiple applications, reports and stewardship to meet deadlines * High level of attention to detail * Good standard of numeracy and able to construct project budgets.   Desirable:   * Highly analytical with the ability to interpret data to develop strategic plans for funders or groups of funders |
| Personal attributes | * Ambitious, innovative and target driven * Empathy and passion with the aims and activities of the charity * The ability to work autonomously, planning/managing your own workload and work collaboratively and as part of a team * Ability to deal sensitively with bibic families |
| Other | * Able to work outside of normal office hours on occasions, for which time of in lieu is given * Prepared to undertake occasional travelling, current driving license and access to a car with business insurance |

**Terms and conditions:**

**Salary**: £21,000 - £27,000 full time salary / pro rata per annum, dependent on experience

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

**Contract:** Permanent

**Probationary period**: 6 months