



Job Description

Position:	Trusts, Foundations and Grants Fundraiser (Maternity Cover)
Responsible to:	Head of Income Generation and Marketing
Hours:	15 hours per week
Salary:	£21,892 – £24,157 pro rata
Role Summary:	To generate income through managing relationships with and making applications to a range of grant-making trusts and charitable foundations, including corporate and publicly-funded foundations. To develop and deliver a trusts and foundations strategic plan to achieve an agreed income target.

Main responsibilities

- Research and identify individual trusts and foundations to develop a prospects list of potential funders.
- Manage a portfolio of approved projects, equipment and expenditure lines which can be matched to potential funders.
- Seek opportunities to generate income from trusts and foundations, including project identification and the development of project plans.
- Research, write and submit compelling and targeted applications in a range of styles to meet donor requirements, including application forms, emails, presentations and letters.
- Build positive relationships with a portfolio of new and existing trusts and foundations to encourage support for the hospice.
- Deliver high standards of stewardship, ensuring that all reporting requirements are met according to agreed schedules and in line with the funder's criteria, including case studies and impact reports.
- Organise and manage funder visits in conjunction with the Head of Income Generation, CEO and other appropriate staff members.
- Report monthly on trusts and foundations fundraising to the Head of Income Generation, and the wider organisation as and when required.
- Work closely with the relevant members of staff to build and maintain an in-depth knowledge of the hospice's services and identify opportunities for trust funding bids, involving colleagues in the application process.
- Where grants have been awarded, liaise with relevant members of staff and the finance team to ensure all grant conditions are met and to enable effective reporting on progress.
- Track all approaches, showing deadlines for application, size of application and expected decision dates.

- Manage all administration in relation to trusts and foundations fundraising and ensure comprehensive and accurate record keeping, including the use of Donorflex.
- Network with the trustees of charitable trusts and key professionals to encourage support for the Hospice.

General

- Ensure that all trusts and foundation fundraising activity complies with best practices, the Institute of Fundraising Code of Practice and all relevant legislation.
- Keep abreast of sector developments through liaison with trusts and foundation fundraisers at other hospices and across the wider charity sector.
- To contribute to close working relationships with all personnel and to help build an open and honest culture that facilitates learning, creativity and excellence.
- To adhere strictly to data protection legislation and best practise guidelines regarding data from donors.
- To attend and actively participate in departmental meetings.
- Work in support of the Head of Income Generation and Marketing to ensure that the team goals are achieved.
- To participate in hospice education and training programmes
- Any other duty reasonably assigned by your Line Manager

Health & Safety

- To co-operate actively in achieving the aims of the Hospice's Health & Safety Policy and to ensure the observance of all Health & Safety Rules and Procedures.

Additional Notes

- (a) This document is a guideline to the general scope of duties involved and will be reviewed at regular intervals. It is not intended as a rigid inflexible specification.
- (b) The employer shares with the employee the dual responsibility for suggestions to alter the scope and content of this document in order to improve the working situation.
- (c) There is a duty to be aware and adhere to all professional governing body rules and any particular 'Acts' or statutory requirements, which may vary from time to time.
- (d) Willow Wood Hospice operates a no smoking policy.
- (e) This post requires a satisfactory standard disclosure from the Disclosure and Barring Service (DBS).

Willow Wood Hospice is a registered charity, not part of the NHS and it costs over £2.8 million to run the Hospice every year. We rely on support from the community of Tameside and Glossop, both through volunteering time and donating money to enable us to continue our existing services.

For this reason, it is expected that all members of staff will also support the fundraising activities of the Hospice. We encourage every staff member to help at, participate in, or support at least two fundraising activities every year. Opportunities to support fundraising activities vary and could include helping at fundraising and shop events, taking part in an event and raising sponsorship or attending cheque presentations. Staff members will be asked as part of their annual appraisal which events they have supported.

**Willow Wood Hospice
Person Specification
Trusts, Foundations and Grants Fundraiser**

Requirement	Essential	Desirable
Education and Qualifications	• Good standard of education. A minimum of GCSE grade A-C in English and Maths. • Experience using Microsoft Office Suite	• Evidence of continuing professional development • Degree level Education
Experience, knowledge, skills and abilities	• Experience and knowledge of trust fundraising. • Evidence of writing compelling narrative. • Experience of managing project plans. • Experience of reporting on and working towards income budgets and targets. • Database knowledge.	• Experience of delivering a trust strategy and operational plan. • Donorflex experience.
Communication	• Effective communication skills in order to inform encourage and negotiate. • Excellent report writing skills.	
Personal and other qualities	• A commitment to the ethos and values of the hospice. • Strong team working skills. • Self-motivated and able to use initiative. • Able to plan, manage and prioritise own workload. • Able to work on a number of projects simultaneously. • Able to work under pressure and to deadlines. • Understanding of and compliance with confidentiality and GDPR. • Ability to work under pressure at times. • Flexible to the changing needs of the post.	• A full driving licence and access to a vehicle insured for business use.