

Job Description: SENIOR TRUST FUNDRAISING OFFICER

REPORTING TO:	Major Gifts Manager
ACCOUNTABLE TO:	Head of Fundraising, Chief Executive Officer and Board of Trustees
LIAISING WITH:	Communications Team, Fundraising Team; Play & Leisure team; Finance; Quality and Compliance Team; Trustees; Volunteers, any other organisations as may become relevant

GENERAL DESCRIPTION:

The Trust Fundraising Officer is a member of a dynamic team of committed and passionate individuals working together to raise the profile of Challengers and maximise funding in support of play and leisure opportunities for disabled children, young people and young adults.

The main purpose of this role is to secure funding from Trusts, Foundations and grant giving bodies to support Challengers projects. To manage a portfolio of existing Trusts and Foundations, ensuring relationships are maintained to a high standard, and that reporting to funders is timely and accurate. The role will also involve engaging new supporters and developing high quality relationships which lead to financial support for Challengers.

Contract Type:

35 hr/ week permanent contract

MAIN DUTIES AND RESPONSIBILITIES

- Research and identify appropriate new Trusts, Foundations and grant making bodies and decide the best approach to win support
- To line manage the Trust Officer role ensuring the delivery of targets and supporting the ongoing development of team members
- Develop and submit high quality written applications and funding proposals to secure income from new and existing Trusts, Foundations and grant funding bodies to support Challengers projects.
- Maintain a good knowledge and understanding of the aims and objectives of Trusts, Foundations and grant funding bodies to help target approaches to these organisations in a timely manner.
- Safeguard relationships with Trusts, Foundations and grant giving bodies by ensuring acknowledgements, credits and thanks are made and fully appropriate to the relationship and funding given.
- Maintain clear records of all contacts, activities and funds raised on the Challengers database and ensure the team are also maintaining records.
- Monitor, prepare and submit required evaluation forms and progress reports to required deadlines and in adherence to the terms and conditions of the funding given.
- Manage the trust pipeline and application cycle. Delegate accounts to trust team and support with research, applications and reporting.
- Manage the database and trust application processes to ensure that all information and data is up to date

- Liaise with Operations and Finance team to identify areas that need support. Using this to create compelling cases for support.
- Give tours of Challengers schemes to existing and potential donors, ensuring the image of Challengers is represented correctly and in line with current policies and vision.
- Research, approach and apply to Local Councillors and councils by applying for suitable projects in their areas and monitoring, preparing and submitting evaluation and progress forms to satisfy funders' requirements.
- Support the wider Challengers Team with the delivery of fundraising events, including some direct work on the event day which may include adhoc evenings and weekends for which time off in lieu will be given.
- Represent the charity at events, meetings and other functions promoting the work of Challengers and advocating for The Challengers Approach which is based on the Social Model of Disability.
- Maintain a safe working environment at all times in accordance with the Challengers health & safety and related policies
- Support the wider charity through any other duties as shall from time to time be required by the Trust Fundraising Manager, Head of Fundraising or the Chief Executive.
- Additional responsibility of representing the Fundraising team at the IT Board and ensuring and all relevant information and IT requirements are communicated to the team.
- Any other duties as shall from time to time be required by the Trust Fundraising Manager, Head of Fundraising or the Chief Executive.

PERSON SPECIFICATION

Essential:

- Experience of working in Trust Fundraising and evidence of successful applications.
- Experience of and passion for writing creatively and persuasively.
- Excellent written and verbal communication skills and an acute eye for detail.
- An ability communicate to a range of people, including potential donors, children and their parents and carers, trustees and representatives of charitable trusts and the general public.
- Analytical clear thinking and the ability to prioritise tasks, apply common sense and initiative to work to deadlines.
- Strong research skills and a tenacious desire to find relevant information.
- An ability to work independently on projects as well as an enthusiasm to support the wider Fundraising team.
- Able to use Microsoft packages including Word, Excel, Publisher and Outlook amongst others.
- Flexibility to work outside conventional office hours when required including weekends and evenings.
- Great interpersonal skills and the willingness to support other staff members when required.

- A clear understanding of The Challengers Approach and the Social Model of Disability and a commitment to deliver programmes to this ethos.
- Full clean driving license with ability to use own vehicle for travel to meetings and events and therefore hold the necessary business use insurance.

Desirable:

- Experience of working or volunteering in a fundraising environment.
- Knowledge of the role that grant making organisations play in delivering social value and an understanding of the role of not for profit organisations in the provision of services.
- Experience of working towards or motivated by achieving targets.
- Experience of using a database or a willingness and competence to pick up this skill quickly.
- Understanding of the wider issues being faced by disabled children and young people, their families and carers and of issues surrounding social exclusion.
- Experience of working with or supporting disabled children and young people, their families and carers.