



JOB DESCRIPTION

Trust and Grants Fundraiser

Job Title:	Trust and Grants Fundraiser
Reports to:	Director
Hours:	Part-time 2 days per week
Salary:	£25,000 pro rata (£10,000 actual)
Contract:	Permanent
Location:	Wormingford, Colchester, Essex (CO6)

DIMENSIONS

Re-Cycle has been fundraising professionally since 2012 and have grown our income significantly over this time. We have a strong portfolio of trust and corporate supporters and are looking for a Trust and Grants Fundraiser, responsible for leading on Re-Cycle's trust and grants fundraising portfolio.

This is an exciting time to join the charity as we have a new organisation strategy and a fantastic team of staff.

MAIN PURPOSE

- Grow and sustain income from Trust and Grants funders
- Manage Re-Cycles' extensive portfolio of funders and research/source new funders
- Compose and submit applications to new and existing funders to increase income
- Manage all reporting and be the main point of contact for relationship with trusts and foundations.
- Support the Digital Fundraising, Marketing and Communications lead in all other aspects of marketing and fundraising.

This role requires strong communication skills, collaborative orientation and confident, robust working practices.

PRINCIPAL RESPONSIBILITIES

- Maintain a large portfolio of current trust/foundation supporters.
- Source new funding partnerships
- Write compelling and creative funding applications to attract new and existing funders.
- Monitor and evaluate income against pre-agreed team and personal targets
- Work with colleagues and partners to ensure prompt appropriate and accurate reporting

- Optimise use of the CRM database (Donorflex) to support all fundraising activity, monitor income and facilitate effective and compliant contact with funders
- Represent Re-Cycle externally to donors, potential donors and key contacts at meetings and events
- Positively represent Re-Cycle to external organisations and members of the public that you come into contact with and encourage them to develop their engagement with the charity
- Keep abreast of changes and trends in fundraising and the environment in which it is practiced, in particular changes to data protection and fundraising legislation and regulation.
- Provide support to the Digital Fundraising, Marketing and Communications lead in all other areas of fundraising and marketing and contribute to Re-Cycle's overall strategy

GENERAL RESPONSIBILITIES

- Be responsible for your own health and safety and that of your colleagues in accordance with Health and Safety legislation and Re-Cycle's policies and procedures
- Work with the Director, Africa Partner Manager and Digital Fundraising, Marketing and Communications lead to develop projects by advising on new ideas from a fundraising perspective
- Adhere to Re-Cycle's Equal Opportunities policy in all activities and actively promote equality of opportunity wherever possible
- Undertake such other tasks as may be required by and agreed with your line manager

TRAVEL & UNSOCIAL HOURS

- The post will require some travel within the UK and occasional evening or weekend work, e.g. at meetings or fundraising events. Time off in lieu will be given for this, in agreement with your line-manager.
- The post **may** also require some overseas travel, to visit partner organisations. All time spent overseas will be considered to be part of a normal working week, for which there is no time off in lieu.

Person Specification

Requirements	Essential	Desirable
Educational/Professional Qualifications	<ul style="list-style-type: none"> This post requires experience rather than professional qualifications 	<ul style="list-style-type: none"> Educated to degree level
Experience	<ul style="list-style-type: none"> A minimum of two years' experience of working with trusts and foundations Successful track record of achieving fundraising targets Evidenced experience of producing high quality written content, presenting compelling cases for support and impact information Ability to absorb complex information and present it in a clear, logical and appropriate manner High accuracy level of proofreading and editing Evidence of maintaining and developing successful donor relationships, through timely and appropriate communications and engagement. Excellent writing skills Ability to create inspiring and persuasive applications and reports to funders Ability to research and identify new sources of income Excellent time management skills with the ability to prioritise own workload and meet targets and deadlines. Excellent IT skills, including the ability to use CRM databases to manage donor relations 	<ul style="list-style-type: none"> Institute of Fundraising, CIM or other marketing, fundraising or management qualification
Skills/Abilities	<ul style="list-style-type: none"> Highly organised, proactive, with a strong attention to detail Able to absorb complex information and present it in a clear, logical and appropriate manner Able to multi-task, prioritise and take the initiative to solve problems Self-motivated and able to work on own initiative with a flexible response to urgent requests Able to work independently, under pressure, whilst managing deadlines Exceptional verbal and written communication skills Great relationship builder with strong inter-personal and influencing skills Good at working as part of a cross-functional team - the role requires collaboration with managers and peers 	