

Confidentiality Classification		
C1	<input type="checkbox"/>	Non Confidential
C2	<input type="checkbox"/>	Restricted Confidential
C3	<input checked="" type="checkbox"/>	Restricted External



JOB DESCRIPTION

Job Title: Trusts Fundraiser

Responsible to: Head of Fundraising

Accountable to: Head of Fundraising

Overall Aims of the Post:

The postholder will be responsible for growing and diversifying the Hospice's Trust Fundraising Programme using a variety of income generation methods. This will include the managing and developing of existing relations and the securing of new partnerships.

Key Areas of Responsibility:

Grant Making Trusts and Statutory Bodies

1. Develop a range of innovative and inspirational funding proposals and projects, ensuring that, where appropriate, all partnerships fulfil their contractual obligations to the Hospice. To write and prepare applications and proposals for support for funding to grant making trusts and statutory bodies.
2. To research the funding programmes of grant making trusts and statutory bodies.
3. To prepare reports and updates for grant making trusts and statutory bodies.
4. Be responsible for all administration connected with the above activities and maintain accurate and up-to-date records, both paper and database, providing reports where appropriate and maintain a diary of applications, reports and forthcoming deadlines.
5. Maintain a current awareness of relevant fundraising best practice and codes of conduct relating to all relevant areas of work.

Other

1. Work in partnership across the fundraising team on any aspects of fundraising when required as directed by the Head of Fundraising or senior management.
2. Research and produce reports to support fundraising activities utilising the database and working in conjunction with IT Operations Analyst.
3. Promote and maintain the organisation's good name.
4. To always act as an ambassador for Hospice in the Weald and undertake any other activities or duties as may from time to time be specified.

General:

To be aware of and promote and adhere to the Hospice in the Weald's Health and Safety Policy and any other Policies and Procedures that are appropriate to the role.

Hospice in the Weald is a registered charity. It relies on the local community for a major proportion of its income through fundraising, principally undertaken by volunteers. For this reason it is expected that all members of staff will endeavour to support the fundraising activities of the Hospice, taking appropriate opportunities to explain the way the Hospice is funded and being expected to attend in a voluntary capacity at least two functions a year. We have many unpaid staff working with Hospice in the Weald on a voluntary basis. Their contribution is vital to the Hospice and you will be expected to participate in developing good working relationships with them.

THIS JOB DESCRIPTION IS INTENDED AS A GUIDE ONLY AND IS NOT AN EXHAUSTIVE LIST OF DUTIES. IT IS SUBJECT TO PERIODIC REVIEW IN CONJUNCTION WITH THE POSTHOLDER.

Trusts Fundraiser Job Description
Amended by TI 07/10



**TRUSTS FUNDRAISER
Person specification**

Essential	Desirable	Assessed By
At least two years' fundraising experience which includes preparing high quality funding proposals, excellent presentation and negotiating skills OR extensive knowledge of the hospice movement.		Application
	Has achieved substantial success in generating income from trusts and individuals	Application/interview
Experience of budget planning and multi tasking		Application
Ability to work to and achieve targets		Application
Excellent written and verbal communication skills		Application/interview
Attention to detail		Interview
Very commercially minded – able to pursue and research new opportunities for Hospice in the Weald		Interview
Able to identify key issues and propose appropriate actions		Interview
Excellent interpersonal skills – the ability to develop effective working relationships with people at all levels internally and externally		Interview
Able to work on own initiative yet become an effective team player, contributing to the strategic development of the charity's income generation capabilities		Application/interview
A flexible approach to the tasks involved in carrying out the job, able to adapt to changing priorities. Able to work under pressure, handle multiple tasks and to achieve deadlines		Application/interview
Self motivated and proactive		Application/interview
Computer literate with experience of Microsoft office including Word, PowerPoint, Windows, Excel, Email, the Internet and relationship databases		Application
Persuasiveness and tenacity		Interview
Excellent organisational skills with the ability to multi-task		Application/interview
Flexibility and ability to work under pressure		Interview
Ability to work in accordance with the Hospice's confidentiality policy and philosophical principles		Interview
	Strong motivation to work for Hospice in the Weald	Application/interview