

The Sussex Beacon

Job Description



- Job Title:** Grant Making Trust Fundraiser (maternity cover)
- Location:** The Sussex Beacon
- Hours:** 22.5 per week – 1 year fixed term contract
- Salary:** £16,825 (£14.38 per hour)
- Start Date:** 1st September 2010 to 31st August 2011
- Reporting to:** C.E.O (trust fundraising) and Fundraising Manager (legacies)

Internal Relationships:

Departmental managers – regular contact for preparation of funding bids and progress of funded projects.

Fundraising team members –the post holder will be a member of the Fundraising Team.

External Relationships:

Representatives of Trusts and Foundations, grants officers.

Summary of primary functions of job

- To submit funding bids to appropriate Trusts for capital and revenue funds.
- To monitor progress of bids and report on results.

Specific Fundraising Duties

- Raise capital and revenue funds with agreed targets.
- Work closely with managers at the Sussex Beacon.
- Identify activities, projects and service developments that have a capacity to attract grants from Trusts and Foundations.
- Research Trusts and Foundations with potential to support the Sussex Beacon.
- Monitor the progress of bids and ensure that funders are fully informed as required in respect of the delivery of projects and service developments, in collaboration with managers.
- Build and maintain excellent relationships with Trust donors.
- Have input into The Sussex Beacon's strategic planning and fundraising strategy.
- Provide regular fundraising reports and information as required to the CEO/Finance Audit Committee.

General

- Make use of managerial support and supervision and access appropriate training and development opportunities.
- Work as a part of the Fundraising and wider Sussex Beacon Team.
- Work in accordance with The Sussex Beacon policies and procedures.
- Undertake any other duties that may within reason be required from time to time.

This list is not exhaustive and the post holder will be expected to demonstrate a flexible approach and the ability to carry out the responsibilities of the role in accordance with the needs of the Sussex Beacon.

The post holder may be required to carry out other tasks within the remit of this role and the Sussex Beacon reserves the right to adapt this job description in consultation with the post holder.

Job description prepared/updated by: Date:
Manager

Signature of post holder: Date

The Sussex Beacon

Person Specification (role requirements)

Job Title: Grant Making Trust Fundraiser (maternity cover) **Location:** The Sussex Beacon

Role Requirements

Experience

- Wide experience in Grants, Trust and Donor fundraising.
- Wide experience of grant management and contract compliance with middle to large donors.
- Proven record of successful applications for substantial funding from Trusts and other grant-making bodies.
- Demonstrated ability to devise, implement and develop a strategy and set targets.
- Experience of researching Trust funding opportunities.
- Working within a charitable environment, preferably within a hospice environment or a health charity.

Qualifications

- Excellent standard of general education.
- High standard of computer competency and literacy (Excel, Word, Power Point, Outlook and the Internet).
- IOF membership (desirable).

Skills and Competencies

- Excellent written skills with the ability to produce concise and creative bids.
- Meticulous attention to detail.
- Demonstrate ability to plan and prioritise own workload with minimum supervision.
- Interpersonal skills required to interact with/establish credibility and rapport with potential donors.
- Demonstrable knowledge of UK Trusts and Foundations in general and health-related ones in particular.
- Ability to demonstrate initiative and work well under pressure.
- Communication and presentation skills.
- Ability to gather data and present to analysed state.
- Ability to plan ahead and work within agreed timeframes.
- Demonstrated empathy and basic understanding of the issues around HIV/AIDS.

General Requirements

- Must be fit to undertake the requirements of the role.
- Must be able to work within the Sussex Beacon philosophy and values.
- Must have a comprehensive understanding of confidentiality within both the fundraising team and the organisation as a whole.
- Must demonstrate clear appreciation of the need for a professional standard of boundary setting with Sussex Beacon's client group.