**Trusts Fundraiser**

**Part Time**

**Job description and person specification**

**Job Title:** Trusts Fundraiser

**Reporting to:** BRACEDirector

**Hours:** Part Time22.5hrs (3 days)

**Contract:** Permanent

**Location:** BRACE Charity Office at Southmead Hospital, Bristol BS10 5NB (hybrid working arrangements available).

**OBJECTIVE:**  To increase revenue from fundraising through trusts and foundations.

**ROLE:** The Trust Fundraiser will be a member of a dynamic team of committed and passionate individuals working together to raise the profile of dementia research and support the work of the organisation.

The main purpose of this role is to secure funding from Trusts, Foundations and grant-giving organisations.

Reporting to the Director of Fundraising & Communications, the post holder will produce high-quality, tailored applications, maintain excellent relationships with funders through effective and timely reporting and ensure that all sources of potential income are explored to create new opportunities for dementia research.

**KEY TASKS:**

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| **Responsibility** | **Includes** |
| Trusts & Foundations | * Develop and maintain a strong portfolio of potential funding sources through prospect research and by staying on top of market trends and opportunities. * Work closely with colleagues across the charity to understand funding needs and develop strong cases for support. * Support existing trust and grant fundraising activities, including researching, planning, reporting, and seeing through to completion. * Work with the Director to develop robust project budgets and costings for applications and reports. * Work collaboratively with the fundraising team to support operational staff to participate with the monitoring and evaluation of grant funded projects. * Work collaboratively with the wider fundraising and communications team to contribute to social media activity and provide relevant updates for the fundraising section of the organisation’s website. * Keep up to date with developments and relevant issues in fundraising in general and trust and grant fundraising, charity funding and the wider voluntary sector by studying the literature and attending appropriate training courses. |
| * With fundraising and communications colleagues, report quarterly on activity to the Trustees |

**Additional tasks:**

* Assisting the Director and other colleagues with charity-wide development initiatives
* Attending meetings and events as required both during and outside normal office hours, including the Annual Celebration and Annual Expo
* Carrying out any other duties compatible with this post as directed, from time to time, by the Director of Fundraising & Communications

This list is not exhaustive and will be reviewed from time to time in discussion with the post holder.

**Person specification**

**Essential**

* Excellent written and verbal communication skills with good copywriting and proofreading ability
* Experience in creative proposal writing and the ability to demonstrate clear outcomes and impact.
* Excellent understanding of how to research and write funding applications to trusts and foundations.
* Highly capable of working to tight deadlines to meet targets.
* Good research skills with experience in identifying quality new business leads.
* Proven ability to form good working relations, both internally and externally with people at all levels
* Innovative and keen to find solutions to problems
* Strong interpersonal skill set with the ability to be persuasive
* Excellent IT literacy
* Excellent planning, time management and organisational skills
* Excellent interpersonal skills, able to deal confidently and courteously with members of the public
* Willingness to work flexibly in order to adapt to the needs of supporters and the charity
* Able to work unsupervised and independently from home and on the road

**Desirable**

* Excellent ability to motivate, inspire and influence people
* A self-starter
* Empathy with the cause that BRACE represents (a knowledge of dementia and research is not essential, as information and informal training will be provided)