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| **Job Title: Trusts Fundraiser** | **09.00-17.30****FT £27,000 pa**  | **Reports to: Chief Executive** |
| * **Purpose:** To implement a successful programme of fundraising from Trusts and other grant making bodies to ensure the sustainability of Food Chain services
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| **Fundraising*** Research, prepare and submit applications for core and project funding to Charitable Trusts and Foundations as required to meet the charity’s core purpose
* Maintain and develop positive relationships with existing Trust funders and other supporters of The Food Chain as appropriate
* Ensure that record keeping relating to Charitable Trust fundraising is accurate, up to date and timely, using Salesforce CRM
* Ensure that all necessary reporting to Charitable Trusts is of a high quality and submitted in a timely manner.
* Maintain a realistic pipeline of existing and potential Trust applications in discussion with the CEO
* Undertake research as required into potential new funders and campaigns
* Develop and implement fundraising initiatives to increase support from, and enhance our profile with other potential donors, including corporate partners and individuals

**Communications*** Sustain effective communication with potential donors and other stakeholders and increase opportunities for giving.
* Ensure timely acknowledgment of income to all donors and accurate and comprehensive donor and income records on the Salesforce CRM.
* Understand the organisational budget, to identify gaps in funding and opportunities for fundraising.

**Team*** Actively participate in team meetings and support the work of colleagues as appropriate
 | **Experience, Knowledge & Competencies****Experience:*** A minimum of 3 years recent experience of successfully securing 5 figure grants from charitable trusts
* Experience of working with corporate supporters or individual donors
* Experience of preparing budgets for fundraising purposes
* Experience of creating and sustaining positive relationships with a diverse range of supporters and donors

**Knowledge**Awareness of some of the issues faced by people living with HIV in the UK and the ability to explain this to others**Competency*** Excellent written communication and presentation skills
* The ability to effectively represent the organisation and communicate with a range of stakeholders
* The ability to occasionally work outside ‘normal’ office hours including some weekend work for which time off in lieu will be available.
* A high level of IT competence and experience of databases
* The ability to priorities work and engage collaboratively
* Self-motivated with a “can-do” attitude, and the ability to work as part of a team
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