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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 | | |
| **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 |