

Grants and Trusts Fundraiser

Role and Responsibilities

An experienced and well-networked fundraising professional to contribute to Shared Interest Foundation's growth by identifying and securing significant grants from a broad range of trusts, foundations and grant-making bodies.

Core Tasks

- Develops and implements a fundraising strategy to maximise trust and grant giving income in order to meet or exceed annual income targets.
- Creates a sustainable and diverse fundraising portfolio, with funding streams including major donors, trusts, foundations and other grant making bodies.
- Maintains and develops existing relationships, whilst proactively identifying and approaching new funding partners in the UK and internationally.
- Researches potential funding opportunities and prepares well-written structured persuasive cases for support and targeted funding applications.
- Works with the Foundation's team to develop new projects to inform funding applications.
- Sets and achieves realistic time bound fundraising targets, agreed in consultation with line manager.

People

- Communicates regularly with line manager providing detailed reports on proposals and the stewardship of existing trusts, foundations, major donors and organisations.
- Liaises with the Finance team to accurately monitor fundraising income and input into reporting processes
- Supports the Partnership Manager in developing relationships with key partners, funders, and international organisations.
- Provides excellent external stakeholder relationship management, building relationships with grant making bodies, donors and the wider Shared Interest team
- Works with the Marketing and Communications Manager and Marketing Communications Officer to provide interesting content to raise the profile of the Foundation and keep current supporters up-to-date.
- Establishes effective and appropriate methods of communication with funders and donors.

Key business reporting and administration

- Manages the financial targets and budget relating to income from trusts, grant giving bodies, large individual and organisational donors.
- Produces appropriate documentation including status reports on fundraising activities including grant applications and events
- Meets agreed annual targets.
- Supports Foundation KPI reporting, providing statistical analysis as required.

Miscellaneous

- Carries out any other work commensurate with this post, or as reasonably requested by senior management.

Skills and Experience

Essential

- Minimum of 5 years' experience and successful track record of securing income from corporates, trusts, foundations and major donors.
- Experience of developing a fundraising strategy and income targets.
- Excellent writing skills with attention to detail and experience in preparing structured, engaging and successful grant applications.
- Excellent negotiating, influencing and communication skills (verbal and written).
- Experience in providing detailed concise project reports.
- Ability to meet and monitor deadlines and targets.
- Excellent team working skills.
- Self-motivated, proactive and organised.
- Financially literate with experience of navigating budgets specifically relating to project proposals and income targets.

Desirable

- Fluency in Spanish or French
- Experience in working within international development

Education and Qualifications

Essential

- Educated to 'A' level or equivalent practical experience.

Desirable

- Educated to degree level in a relevant field (Fundraising, Marketing, International Studies, Development, or International Business) or equivalent practical experience.
- Formal training or postgraduate qualification in fundraising.

Other

Essential

- Strong social motivation - commitment to, and empathy with, the aims and objectives of Shared Interest.
- Flexibility and ability to work in a team.
- Understanding of fair trade and international development.
- As Shared Interest Staff and partners work across different time zones, you will need to be flexible regarding your hours of work.

Limits of Authority

- Within Shared Interest guidelines, policies and procedures.
- Manage any delegated projects within the approved budget.
- Submit all expense claims promptly and manage credit card expenses (if any) within the credit limit.

I understand and accept the above job description and agree to carry out the functions and duties of this post.

Signed:

Date: