

## Grants and Trusts Fundraiser

Shared Interest Foundation is a dynamic and mission-driven charity dedicated to the development of sustainable enterprises, empowering women and youth, and building climate resilience in remote communities within Africa and Latin America. As we continue to expand our reach and enhance our impact, we are seeking an enthusiastic and motivated individual to join the Shared Interest Foundation team based in our Newcastle office.

### Role and Responsibilities

You will support our fundraising efforts by researching and preparing funding applications to secure grants from a range of trusts, foundations, and grant-making bodies. We are looking for someone with experience working in international development who is keen to learn and develop a career in fundraising.

#### Core Tasks

- Contribute to the delivery of the fundraising strategy by researching potential trusts and grants to identify new opportunities.
- Draft and prepare funding applications and cases for support.
- Assist in managing existing relationships with trusts and foundations.
- Research new funding opportunities and proactively identify potential new grant-making bodies.
- Work with the Foundation's team to gather information and develop project ideas for funding applications.
- Maintain accurate records of applications and outcomes.

#### People

- Communicate regularly with line manager providing detailed reports on proposals and the stewardship of existing trusts, foundations, major donors and organisations.
- Liaise with the Finance team to accurately monitor fundraising income and input into reporting processes
- Supports the Partnership Manager to identify and maintain relationships with key partners, funders, and international organisations.
- Provide excellent external stakeholder relationship management, building relationships with grant making bodies, donors and the wider Shared Interest team
- Work 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

- Helps monitor the financial targets and budget relating to income from trusts, grant giving bodies, large individual and organisational donors.
- Produce appropriate documentation including status reports on fundraising activities including grant applications and events
- Meet agreed annual targets.
- Support 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

- Excellent writing skills with a keen eye for detail
- Ability to meet and monitor deadlines and targets.
- Excellent team working skills.
- Self-motivated, proactive and organised.
- Financially literate with the ability to navigate budgets relating to project proposals and income targets.
- Strong social motivation - commitment to, and empathy with, the aims, values and objectives of Shared Interest.
- Flexibility and ability to work in a team.
- As Shared Interest Staff and partners work across different time zones, you will need to be flexible regarding your hours of work.

### Desirable

- Some experience in a fundraising, bid-writing, or grant-making role.
- Fluency in Spanish or French
- Experience in working within international development
- Excellent negotiating, influencing and communication skills (verbal and written).
- Experience in providing detailed concise project reports.
- Understanding of fair trade and 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.

## **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: