



JOB DESCRIPTION

Job Title: Fundraising Executive – Trusts and Foundations
Responsible to: Head of Major Gifts
Location: Home working / St Barnabas / Chestnut Tree House

JOB PURPOSE

This is an important role within the Major Giving team, generating income from trusts and foundations. With the support of the Head of Major Gifts, the postholder is responsible for cultivating and managing income generation from trusts and foundations for St Barnabas House and Chestnut Tree House hospices.

The postholder will support the growth of unrestricted and restricted income by carefully researching opportunities, developing relationships, writing compelling and tailored applications, and reporting on existing grants.

A key aspect of the role is the ability to build relationships with a wide range of internal stakeholders to support the information flow and collaborative working between the Fundraising and clinical teams. This is vital to support trust applications and restricted income streams.

MAIN DUTIES AND RESPONSIBILITIES

- Work with the Head of Major Gifts to develop and deliver a targeted and strategic programme of trusts fundraising, to achieve agreed annual income targets
- Proactively identify, research, and prioritise new trusts and foundations that are strong funding prospects for the Hospices
- Work with the Major Giving Team to identify projects for funding and develop appropriate and compelling cases for support
- Develop tailored written trust applications of the highest quality for core income and restricted projects in line with organisational plans
- Maintain the trusts applications calendar, monitoring success rate and return on ask.
- Develop and maintain excellent working relationships with a range of internal stakeholders
- Oversee the administration of grants and expenditure with project leads to ensure compliance with grant terms and conditions and reporting requirements
- To set up and manage a quarterly mailing cycle to smaller trusts, growing income from this group while streamlining processes to ensure it remains low maintenance.
- To take an active part in the annual planning cycle and quarterly reforecasting, and to be accountable for individual campaign performance.
- Play an active role within the Major Gifts Team, promoting positive, effective working, innovation, and best marketing practice.
- Stay informed on trends, developments, legal framework, and best practice related to Trusts Fundraising, to ensure that St Barnabas Hospices is at the forefront of new activity and always complies with regulation and best practice.

KNOWLEDGE AND RELATED EXPERIENCE

	Essential	Desirable
Qualifications	<p>Educated to A level standard or equivalent</p> <p>Hold full UK driving licence</p>	Educated to degree standard or equivalent
Experience	<p>Experience of developing successful relationships with trusts and foundations</p> <p>Demonstrable experience of producing high quality written work</p> <p>Experience of cultivating, managing and stewarding a portfolio of trusts and foundations</p> <p>Experience of producing powerful and compelling fundraising proposals and reports</p>	Experience of gaining significant grants from trusts and foundations
Skills	<p>Excellent communication and negotiation skills, particularly in writing persuasive, accurate funding proposals</p> <p>Strong analytical skills, with a flair for thorough, detailed prospect research</p> <p>Excellent attention to detail</p> <p>Highly numerate with the ability to collate, understand and present financial information to a range of audiences</p> <p>A good understanding of legislation related to Trust Fundraising and prospect research issues</p> <p>Ability to manage multiple priorities and ensure deadlines are met</p> <p>Excellent personal organisation skills, including time management and IT literate</p> <p>Excellent interpersonal and relationship building skills</p>	<p>Proven project management and planning skills</p> <p>Proficient in using CRM database, ideally DonorFlex</p>

	A professional and accountable approach to all areas of work with the desire and commitment to continuously improve.	
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OTHER DUTIES

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

ASSISTANCE

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH AND SAFETY

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions, and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

SAFEGUARDING

All staff and volunteers are required to be aware of and adhere to St Barnabas Hospices' safeguarding policies and attend the appropriate training as and when necessary.

JOB DESCRIPTION

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.

Vision

Anyone facing life-limiting illness should receive the care and support they deserve

Mission

St Barnabas and Chestnut Tree House hospices seek to achieve dignity, comfort and choice for adults and children facing life-limiting illnesses through specialised supportive care

Values



Place children and adults, their families and carers at the heart of all we do

We care passionately about the difference we make

We have the courage to aspire to deliver excellence in all we do

We listen, connect with and understand the needs of the people we support and work with and ensure we respect their choices

We are inclusive and treat everybody with compassion, care, dignity and respect

We work as a team to motivate, encourage and support each other

We are ambitious, brave, and innovative and continually strive to improve our knowledge and skills