

Job Description

Trust and Major Donor Fundraiser (Maternity Cover) – Jessie May

Job Title	Trust and Major Donor Fundraiser – Maternity Cover
Salary	TBC
Hours	Full Time
Location	Jessie May, Kingswood Foundation Estate, Britannia Rd, Kingswood, Bristol. BS15 8DB

Reporting to: Senior Trust Fundraiser

Purpose of Role: To support the Senior Trusts Fundraiser with the development of our existing Trusts fundraising programme and to support the Head of Fundraising and Communications with the launch of a Major Donor Programme

Duties and Responsibilities

Income Generation: The post holder is expected to not only maintain current income levels but to build upon these incrementally both from existing and new supporters

- To agree with the Senior Trusts Fundraiser realistic but challenging income targets and ensure these are achieved or exceeded.
- Research trusts, foundations, other grant giving bodies and High Net Worth Individuals to identify new prospects building on an annual calendar of applications and engagement
- Provide stewardship to existing supporters
- Support the Senior Trusts fundraiser with the development of cases for support and the wide variety of application processes
- Support the Senior Trusts Fundraiser with writing reports on the grants given and how we have spent those grants
- Develop targeted and tailored applications to existing donors and new prospects addressing grant making priorities or requirements as specified by individual trusts and foundations
- Support the development of strategic partnerships with trusts
- Take ownership of the continuing relationships with some of the smaller, regular supporters of Jessie May
- Build relationships with representatives of Trusts Foundations and Grant giving bodies through a variety of mediums including presentations and face to face meetings as appropriate
- Negotiate with potential funders directly to successfully achieve a grant.
- Identify and submit applications for prizes and awards that will raise the profile of Jessie May and secure funding

- Outline an annual communications plan to ensure regular and appropriate contact with prospects

Reporting and Administration: The postholder is expected to be largely self sufficient in administration

- Maintain comprehensive records on all contacts with Trusts and Foundations and Major Donors using the organisation's database – Donor Strategy
- Develop mechanisms to ensure that the Jessie May Trust meets its obligations to donors in relation to reporting and to the use of funds donated
- Ensure that all donations are appropriately acknowledged
- Provide regular reports as required by the Head of Fundraising and Communications
- Attend monthly team meetings
- Attend monthly 1-1's with the Senior Trusts Fundraiser

Other Fundraising: As a member of the Jessie May Fundraising team, the post holder is expected to contribute to other areas of the charity's work as necessary / appropriate, for example:

- To represent Jessie May at Networking Events
- To liaise with and provide support to volunteers and supporters
- To represent Jessie May and / or assist at community and other fundraising events
- To represent Jessie May to the media
- Contribute new ideas for fundraising and identify suitable funding initiatives, appeals etc
- Produced detailed annual action plans on specific areas of responsibility outlines above, identifying areas of growth and development and outlining measurable objectives.
- Maintain organised hard and soft files of all fundraising information.

Team working:

- To work as an active member of Jessie May's Fundraising team including supporters and volunteers
- To work with the Care team and other relevant staff to obtain necessary up to date information for applications and reports and to develop the necessary understanding of the service provided by Jessie May
- To contribute to the development of the Jessie May Team through a collaborative and supportive approach and to participate in team meetings, away days etc.

Other:

- Working closely with the Head of Fundraising and Communications and Senior Trusts Fundraiser to contribute to overall strategic planning and budgeting
- To undertake any other reasonable duty as requested

Person Specification

This post requires a minimum of 1 year fundraising skills or to possess transferable skills

Experience of dealing with trusts and foundations in writing, over the telephone and face to face

Evidence of commitment to the highest standards of fundraising as set out by the Institute of Fundraising is essential

We are looking for someone with excellent research and analytical skills who can identify suitable new opportunities and produce a compelling case for support.

The postholder must be able to produce high standard written reports

Planning, Reporting and Administration

- Experience of working to deadlines
- Excellent written and verbal communication skills
- Strong organisational abilities with self sufficiency in administration
- Proven record of compiling and articulating data and / or writing reports
- An experience of working to, meeting or exceeding targets
- Experience and skill at developing and maintaining internal and external relationships

Team working

- Demonstration of good team working and relationship building skills in order to work collaboratively both internally and externally
- A positive “can do” attitude
- Being able to cope with, often, challenging environments
- Empathy with the cause
- Be confident, determined, friendly, positive and professional