

Trusts and Grants Fundraiser Job Description

Title:	Trusts and Grants Fundraiser
Place or base of work:	Thrive Reading, with flexible hybrid working available
Reports to:	Fundraising Manager
Direct reports:	None
Salary:	£25,000
Hours:	Full time (35 hours per week)
Contract:	Permanent

PURPOSE OF THE POST

Reporting to the Fundraising Manager, this post will support our trust and grant fundraising activity as a key income stream for the charity, managing and monitoring the bidding process to maximise the success rate of applications. Leading the writing of bids to key funders the post holder will also provide support to others and ensure a consistent and credible bidding approach. The post will directly research to identify funds available which align with Thrive's objectives and deliverables, both nationally and regionally.

Responsibilities:

- Work with the Fundraising Manager to develop our Trust & Grants income strategy in line with our charitable objectives and forward strategy
- Lead the writing of trust and grant applications (both national and regional)
- Provide advice and support to the Client Services Manager on regional bids, to ensure all bids have a common and consistent message; quality control written applications
- Liaise with the Client Services Manager to create a pipeline of income from Trusts & Grants for regional service delivery
- Liaise closely with the Head of Finance & Resources to ensure that bid budgets cover costs including overheads
- Maintain the Bid Monitoring spreadsheet and production of key measures on success rates and pipeline
- Support the reporting process to ensure compliance with funders instructions
- Pro-actively champion Thrive's work
- Represent Thrive at funder events, disseminating learning as appropriate
- Participate in team meetings, staff conference and external meetings as required
- Attend supervision and appraisal meetings, jointly setting targets to support the attainment of income targets and maximise the number of beneficiaries and client sessions delivered

Person Specification

Area	Essential	Desirable
Qualifications /Education	Educated to A level or equivalent; or able to demonstrate experience to a comparable level	Member of Institute of Fundraising
Experience	<p>Proven experience of trust and grant fundraising, including generating income</p> <p>Demonstrable creative thinking which leads to solutions to meet funding criteria and organisational need</p> <p>Ability to recognise and capitalise on opportunities</p>	Working for an organisation serving the needs of vulnerable adults and/or children
Skills and Knowledge	<p>Strong verbal and written communication skills</p> <p>Good standard of numeracy and able to construct project budgets</p> <p>Good knowledge of trust and statutory funders</p> <p>Strong personal organisation and co-ordination skills, with the ability to forward plan and pay attention to detail</p> <p>Competent IT skills</p> <p>Strong research skills</p> <p>Credibility with external organisations</p> <p>Ability to work on own initiative</p> <p>Able to work well with others</p> <p>Ability to delegate effectively</p>	Understanding of Social and Horticultural Therapy or other therapeutic interventions designed to meet the needs of disabled/disadvantaged adults and/or children

Area	Essential	Desirable
Personal qualities	Drive, enthusiasm, ambition and determination to succeed Ability to grasp and convey information clearly Able to juggle sometimes competing priorities and meet deadlines Sense of humour	
Other	Willing to undertake some out of hours work for which time in lieu is given Prepared to undertake some travelling; full driving licence desirable	

Thrive is a Disability Confident Employer and as such we are committed to the employment and career development of disabled people. We will offer an interview to give you the opportunity to demonstrate your abilities at an interview, if you declare that you have a disability and meet the minimum criteria for the job.



By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the qualifications, skills or experience defined as essential in the person specification.

Successful appointment to this post will be subject to satisfactory references and Disclosure & Barring Service check.