

JOB DESCRIPTION

Job Title	Fundraiser (Trusts and Foundations)
Project/Work base	Cardiff Hub
Reports To	Fundraising Manager (Trusts and Foundations)
Manages/ Supervises	N/A
Hours of Work	Monday to Friday, with some flexibility required
DBS Disclosure Level and Workforce	Basic
Last Revised	September 2025

ROLE DIMENSIONS

PEOPLE (Service Users) <i>(Number of people responsible for across project remit)</i> Not Applicable	PEOPLE (Staff) <i>(Number and status of direct reports/ number of staff managed in total)</i> Allocated case load of no more than: Direct reports – 0 All subordinates (including direct reports) – 0
RESOURCES <i>(Physical infrastructure, buildings, materials, supplies, equipment)</i> No Responsibility	FINANCIAL (£k pa) Budgetary responsibility and responsibility for contract tender income of None With a Budgetary sign off limit as set by the Procurement Policy for: Grade – Miscellaneous Values Point – 1
PROBLEM SOLVING/ DECISION MAKING	ACCOUNTABILITY/IMPACT

Requires specialist business skill to make decisions, requiring high level understanding of policy and procedures or specialist subject area. Under general guidance of a manager.	Accountable for own day to day duties and impact of this on the service / project.
COMPLEXITY/ PRESSURE The role requires considerable initiative and judgement in completing a range of difficult tasks or projects which will be governed by organisational procedures and policies / guidance. Required to meet the needs of clients and services on a daily basis to set KPI's.	RELATIONSHIPS- INTERNAL/ EXTERNAL Required to maintain professional relationships with clients, colleagues and / or volunteers within your team and across departments within the organisation.

PURPOSE OF THE ROLE

To work within the Contracts and Planning team supporting the delivery of the Trust, Foundation and Statutory Programme. The role is responsible for liaising with teams across the organisation to develop funding bids which meet the needs of the organisation and prospect research, income monitoring and reporting requirements.

MAIN DUTIES AND RESPONSIBILITIES

1. Work with operational teams to develop funding applications to meet agreed income targets to help fund core activities and priority projects.
2. To develop and maintain a list of suitable, well researched prospects and ensure that opportunities for funding are not missed by maintaining a suitable pipeline.
3. Regular review of income pledges and received, and the funding pipeline, reporting progress and risks to manager.
4. Liaise with relevant project staff to coordinate and submit monitoring and evaluation reports to funders.
5. Ensure all reporting requirements are met in line with agreed deadlines.
6. To ensure that all relevant administration is recorded accurately on the fundraising CRM and shared team databases.
7. To monitor payment dates and ensure payments are received when expected.
8. Build and maintain relationships with funders, helping them to understand the impact of their support.

9. Support the Contracts and Planning Team with other duties as required, contributing flexibly to wider team priorities and organisational needs

ORGANISATIONAL VALUES AND POLICIES

All role holders within The Wallich are expected to live the organisational values and to demonstrate throughout the work they do, and the manner in which they do it, these values. In addition, all role holders are expected to either be compliant with, or act as a role model for, organisational policies and requirements.

The Wallich values are:

Courageous – We speak truth to power, we challenge ourselves and each other. We fearlessly pioneer new initiatives. We and our service users have the courage to drive change

Determined – We will not stop. We will continue to strive to make changes, not only for our charity but for the people we support. We will not lose passion or focus, even when it's hard.

Authentic – We are genuine in our intentions, working on the front line with the people who need us. We walk the path alongside people and use peer experience to inform everything we do.

Compassionate – At all times – always. No matter how many times someone comes to us for help, we will listen, be empathetic and greet them with kindness.

Community – Everybody deserves to belong somewhere. As a team we are family and we embrace partnership. We strive for inclusion and acceptance of those affected by homelessness.

This role requires the following:

VALUES Required to underpin the values of the organisation into your everyday practice.	EQUAL OPPORTUNITIES / DIGNITY AND RESPECT Required to provide equality of opportunity into your everyday practice.
HEALTH AND SAFETY Required to maintain Health and Safety standards in your everyday practice.	GDPR Responsible for adhering to GDPR legislation in processing and maintaining information in everyday practice.
CONTINUOUS PROFESSIONAL AND PERSONAL DEVELOPMENT Required to show commitment to your own CPD.	BE THE CHANGE Responsible for adhering to the Be The Change pledge in everyday practice.
PSYCHOLOGICALLY INFORMED ENVIRONMENTS	WELSH LANGUAGE

Required to embed a psychologically informed approach into your everyday practice and be a role model at project level in furthering this approach.

Required to positively promote the use of Welsh in your everyday practice and be a role model at service level in promoting the use of Welsh

ROLE SPECIFIC (OPTIONAL – to include professional standard adherence etc. if required)

Required to adhere to the Fundraising Regulator Code of Fundraising practice in everyday practice.

**The list of tasks is not an exhaustive one and duties may be varied from time to time by the organisation.
This job description is subject to regular review.**

Person Spec

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	Level 5 qualification in a relevant field, or equivalent experience	IOF Fundraising Qualification / Fundraising Course Attendance
Knowledge/ Technical/ Work based skills	Excellent verbal, written and presentation skills Strong attention to detail, with the ability to produce accurate, high-quality work to deadlines Excellent research skills IT Proficiency Analytical and Numerical skills Excellent interpersonal skills	Knowledge and understanding of the charitable sector and relevant fundraising legislation
Experience	Proven experience in securing 5-6 figure funds from Trusts and Foundations Experience in identifying and researching funding sources and criteria Experience of maintaining a funding pipeline and submitting applications Experience of working with others to ensure high quality reports are produced and submitted within agreed timescales	Experience of monitoring work and budgets against plan and achieving financial targets Experience of managing and developing relationships with key Trust and Foundation contacts Experience of using a Customer Relationship Management system. <i>E.g. Donorfy</i>
Other	Ability to work with initiative, determination and resilience Ability to work independently, manage own workload and work within a team	Able to speak and understand Welsh

	A commitment to high quality supporter stewardship	
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