

**CARERS
TRUST**



**Fundraising
Manager
Recruitment Pack**

Fundraising Manager - Trusts, Statutory and Lottery

Fundraising and Communications

Contract:	Permanent
Hours:	35 hours per week (5 days a week, 9 am-5 pm)
Salary:	£41,000 - £43,000
Location:	Anchored to the London Southwark office, 3 days a week working from home

Why this role is pivotal to Carers Trust



Do you want to help shape a better future for carers across the UK? Are you ambitious and ready to secure high value and impactful partnerships with grant-making organisations?

Carers Trust is recruiting for a passionate and talented Fundraising Manager to support colleagues from all parts of our organisation and network to produce high impact propositions, co-create transformational partnerships with prospective funders and provide best-in-class supporter stewardship.

This role would suit someone looking for an opportunity to build upon their experience of bid writing and donor engagement, and to develop their stakeholder management skills across a multi-disciplinary and fastmoving organisation. You will be creative and ambitious, while able to take a methodical approach and juggle multiple workstreams.

Our ideal candidate



- Ability to communicate effectively and passionately in writing, face to face and by phone about Carers Trust and its fundable projects to potential funders (E)
- Experience of conducting effective trusts, statutory and lottery prospect research (D)
- Strong all-round administrative and IT skills, ideally including experience working with databases (preferably Raisers Edge) (D)
- The ability to work independently at times, staying self-motivated and enthusiastic (E)

E = essential D= desirable

Main responsibilities (not an exhaustive list)



- Personally raising £300,000 per year in restricted income from grant-making trusts and foundations*
- Representing Carers Trust in meetings with existing and prospective funders and at external events and meetings
- Working closely with multi-disciplinary colleagues across Carers Trust to develop transformational programmes that have a positive impact on the lives of unpaid carers
- Enhancing relationships with a portfolio of major grant-makers through strong account management including the timely production of progress reports
- Leading on building a robust pipeline of funding opportunities against own portfolio of funding asks, continually horizon scanning for new opportunities
- Develop specialist areas of knowledge relating to the needs of Carers and work of Carers Trust
- Staying across evolving funding practice in the TSL sector
- Ensuring that TSL Raisers' Edge and document relationship records are continually maintained
- Collaborating effectively with Scotland and Wales-based members of team to build cross-border funding propositions and share best fundraising practice
- Coordinating with Finance colleagues to ensure that all TSL donations are recorded, thanked and allocated swiftly

*Individual fundraising targets to be agreed annually with Head of UK Fundraising and regularly reviewed in light of evolving pipeline and market opportunities

