



KENT MULTIPLE SCLEROSIS THERAPY CENTRE

JOB TITLE: Trusts and Foundations Fundraiser

PAY SCALE: £35k per annum (full time equivalent). Permanent role following successful completion of a 6-month probation period.

CONTRACTED HOURS: Part Time - 28 hours per week (4 days a week).

LOCATION: Kent MS Therapy Centre. Some hybrid working will be considered.

RESPONSIBLE TO: Head of Income Generation

DEADLINE: Friday 3rd January 2025 (12 noon)

INTERVIEWS: Thursday 9th January 2025

THE ORGANISATION:

Based in Canterbury, the Kent MS Therapy Centre is a wonderful charity that is dedicated to supporting individuals living with MS and other neurological conditions, as well as their carers and their families. The purpose-built Centre provides a range of therapies and services that are vital in helping to alleviate some of the symptoms of MS. Our facilities include a hydrotherapy pool, dedicated physiotherapy suite, gym, oxygen therapy chambers as well as ample therapy rooms. We care about those that access our services as well as those that work for us. We are focused on providing a safe, accessible, welcoming and caring environment as well as providing excellent care with a positive working culture that benefits both our staff and those that we care for. We receive no NHS or Government grants, and we have to raise in the region of £800k per year.

THE ROLE:

The Trusts and Foundations Fundraiser will play an important role in the Fundraising Team at Kent MS Therapy Centre. You will be responsible for generating income from trusts and foundations at KMSTC. You will take over the current trusts and foundations caseload, including repeat applications, report writing and maintaining relationships. You will identify and actively

pursue new grants available as well as develop and maintain relationships with major funders. Your work will ensure that that we can provide excellent therapies and support to people living with MS and other neurological conditions at our purpose- built therapy Centre.

Alongside raising funds, you will be part of the team responsible for growing our Monitoring and Evaluation framework which helps to develop, monitor and assess the impact of the Centre's services. You will also be responsible for maintaining and updating trust and foundation records on Beacon, our fundraising database.

You will be expected to develop ideas and opportunities, as well as growing relationships with prospective, past and current supporting organisations. You will be instrumental in engaging and growing our supporter base to ensure that our charity is more sustainable and in a strong position to continue our vital role to those living with neurological conditions.

You will regularly present reports to the Management Team regarding your portfolio of active trusts and foundations as well as prospects.

You will be expected to develop an in-depth understanding of the charity and the work that it does to support those living with MS and other neurological conditions in order to write compelling applications and develop meaningful relationships with supporters.

KEY PRIORITIES:

- Research, develop and manage a portfolio of prospects and existing donors (trusts and foundations)
- Maintain a pipeline of funding opportunities to ensure a consistent flow of applications and income
- Develop relationships with new trusts and foundations that can add to and grow the portfolio of existing donors
- Maintain the stewardship of existing funders
- Gather and analyse relevant information to create compelling cases for support, backed by data that showcases the impact of our therapies
- Prepare and submit compelling and tailored grant proposals to funders
- Manage and monitor the annual plan for trusts and foundations income generation and ensure that funders' terms and conditions are met
- Write and submit interim and annual reports for funders as required
- Ensure accurate and timely processing, recording and thanking donors when grants are received
- Manage and update trust and foundation records on Beacon, the fundraising database
- Work with the team to grow the Monitoring and Evaluation framework for the Centre
- Collaborate with key stakeholders in the development, roll-out and evaluation of the Monitoring and Evaluation framework

- Provide regular financial reports to the Management Team as well as the Board of Trustees when requested
- Keep accurate and up-to-date records of restricted and unrestricted fund balances on a monthly basis, and provide corresponding reports for the Management Team
- Contribute to the charity's quarterly member newsletter
- Keep abreast of fundraising sector best practice and regulations
- Support general activities within the Kent MS Therapy Centre in Canterbury in line with organisational requirements

PERSON SPECIFICATION:

Essential criteria

- You will have a demonstrable track record in trusts and foundations fundraising including securing substantial grants
- A minimum of 2 years' experience in the charity sector
- Experience of building relationships and raising income
- A professional and empathetic communicator face to face, over the telephone or in writing
- Attention to detail and ability to meet deadlines
- Ability to form effective working relationships with staff members, volunteers, supporters and relevant external organisations
- Self-motivated, able to work independently and to use your initiative
- Enjoy and be comfortable with writing and thinking of different ways in which to present ideas
- Ability to identify new opportunities and have curiosity conversations to identify leads and develop relationships
- Genuine interest to make a positive difference and contribution to society.
- Very good IT skills, including Microsoft Office and Excel
- Familiarity with CRM systems, in particular fundraising platforms such as Beacon for recording, monitoring and evaluation purposes
- Flexible and ready to contribute to various aspects of the charity's work, embracing a team spirit

Desirable criteria

- Experience of project management, and monitoring and evaluating projects
- An understanding of financial and management accounts
- Experience of working alongside volunteers

- Experience of working with those living with a disability and an understanding of the challenges this presents

General

- The post holder is required to work in accordance with the organisation's mission, objectives, policies and procedures
- You must be aware of and maintain a strict code of confidentiality at all times
- All staff and volunteers at the Kent MS Therapy Centre agree to adhere to the Charity's Code of Conduct
- A standard DBS check will be required for this post.

APPLICATION & INTERVIEWS:

To discuss this position informally, please contact Nancy Reed, Head of Income Generation, either by email nancyreed@kentmstc.org or telephone 07553015439

To apply, candidates should submit their CV along with a covering letter outlining how they meet the job description. Please submit these via email to Nancy Reed, Head of Income Generation by 12 noon on Friday 3rd January 2025 at nancyreed@kentmstc.org

Interviews are to be held on Thursday 9th January