



# Lesley Hynes Fundraising

## Trusts and Foundations Fundraiser

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### Lesley Hynes Fundraising– Our Company

Lesley Hynes Fundraising (LHF) is a limited company delivering fundraising services to the charitable and voluntary sector. LHF specialises in providing expert fundraising strategy and hands-on fundraising in the specific fields of charitable trust and foundation fundraising and individual major donor fundraising. The founder and Managing Director (MD), Lesley Hynes, has over 30 years' experience in these fields. LHF currently has 12 charity clients, all small or medium-sized charities/NGOs working across a range of causes, including human rights, environmental pollution/climate change, disadvantaged communities/families, criminal justice, gender/health inequalities, and homelessness. LHF also works with freelance contractors to deliver hands-on fundraising to augment the client work undertaken by Lesley Hynes Fundraising staff.

The Senior Trusts and Foundations Fundraiser will help develop LHF grow income and deliver hands-on fundraising to charity clients.

### Our Team

In addition to the Founder and Managing Director, Lesley Hynes, the team comprises The Operations and Fundraising Manager and a Senior Trusts and Foundations Manager. The team also includes two sub-contractors with whom LHF has worked for many years.

### Lesley Hynes Fundraising and You

As Trusts and Foundation Fundraiser, you will deliver client fundraising for Lesley Hynes Fundraising clients. You will be reporting to the Managing Director. You'll have expertise in trust fundraising together with an excellent track-record of securing grants at the five and six figure level. You'll have great communication skills, the ability to work on your own initiative and a passion for charities. You will also work closely with Lesley Hynes to develop and share expertise across the team and will have the opportunity to play a distinctive and developmental role in this.

Experience	Knowledge and skills
<ul style="list-style-type: none"><li>✓ Minimum five years' experience working as a Trusts and Foundations fundraiser</li><li>✓ Proven track record of securing grants against targets</li><li>✓ Experience of raising £300,000 + per annum for charities</li><li>✓ Experience of managing relationships with key grant-makers- providing excellent stewardship and comprehensive monitoring, evaluation and reporting for capital, project and revenue grants</li></ul>	<ul style="list-style-type: none"><li>✓ Educated to degree level or equivalent experience</li><li>✓ Strong fundraising skills</li><li>✓ Excellent written and verbal communication skills</li><li>✓ Attention to detail and good analytical and research skills and ability to understand complex financial information.</li><li>✓ Ability to organise own workload and work to tight deadlines</li><li>✓ Excellent administrative and organisational skills</li><li>✓ Strong interpersonal skills and able to interact with stakeholders at all levels</li></ul>



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### Role Specifics

#### 1 | Overview

This document sets out to define the specific roles and responsibilities for the above role within Lesley Hynes Fundraising. The roles and responsibilities defined within this document should be read in conjunction with the contract of employment for the person defined within this role. The particulars in this document do not affect the Terms and Conditions of Employment.

Item	Description
Reports to	Managing Director
Hours	Part time, 22.5 hours per week
Salary	£36,500 pro rata (FTE37.5hrs)
Core Job Description	<ul style="list-style-type: none"><li>Deliver client trust and foundation fundraising and support the sharing of expertise across the team.</li></ul>

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#### 2 | Specific Responsibilities

##### Fundraising

- Develop and deliver a strategy to maximise Trust and Foundation income and ensure that all opportunities for securing grant income for Lesley Hynes Fundraising clients, or similar sources of funding, are explored.
- Undertake detailed prospect research and maintain accurate records of the research for Lesley Hynes Fundraising clients.
- Write funding applications on behalf of Lesley Hynes Fundraising clients and assist in drafting and reviewing funder reports.
- On occasion assist in the organisation of events in order to present Lesley Hynes Fundraising clients' case for support, and attend external meetings with Trusts and Foundations if the client requires.
- Support colleagues within the Lesley Hynes fundraising team as might be reasonably required.



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### **Fundraising administration**

- Maintain Trusts and Foundations records and handle all data in line with UK GDPR and the 2018 Data Protection Act.
- Support the MD to ensure LHF is compliant with The Fundraising Regulator and all relevant fundraising and data protection legislation.
- As required support the MD to market the business via the website and on social media
- Contribute ideas to the ongoing development of Lesley Hynes Fundraising.

### **Reporting**

- To the Manager Director.

### **Other responsibilities**

- To undertake any duties that the MD might reasonably require.
- Support the sharing of expertise across the team.