Horatio's Garden

Nurturing lives after spinal injury

Trusts and Foundations Fundraising Officer

Job Purpose: To generate sustainable income from Trusts and Foundations and to meet, and where possible, exceed income targets.

Horatio's Garden is looking for an enthusiastic, experienced Fundraising Officer to join our fundraising team and help make a difference to the lives of people with spinal injuries. We are seeking someone who is progressing their career and is looking for a new opportunity to join a dynamic charity - you will be given ongoing support, training and mentoring throughout the job.

Horatio's Garden is a growing, award winning, national charity improving the lives of people with spinal injuries by creating and nurturing outstanding garden projects in NHS spinal injury centres.

Trusts & Foundations is our largest income stream, and you will support our experienced Trusts & Foundations team to help meet, and exceed, our income targets and to provide fantastic support to our donors.

Main duties:

1. Identify and research grant giving Trusts and Foundations to whom Horatio's Garden is eligible to submit applications for funding.
2. Proactively approach relevant Trusts and Foundations, where possible, to discuss potential applications before submission.
3. Prepare and submit high-quality applications for funding for a range of Horatio's Garden projects.
4. Prepare and submit high quality, timely progress reports to grant givers, contributing to longer term relationship development with funders.
5. Maintain the Trusts and Foundations pipeline to maximise supporter retention and income generation.
6. Identify and deliver opportunities to engage grant givers with Horatio's Garden, through events and garden tours, to increase supporter engagement.
7. Lead on and prepare thank you letters for successful grants across the Trusts and Foundations team.

8. Lead on pulling up monthly reports from ThankQ, our CRM database, regarding application and reporting deadlines.
9. Support the whole fundraising team with tasks where required.

General Responsibilities:

1. Work with the gardens, arts programme and finance teams at Horatio's Garden to understand the need for funding and the impact of Horatio's Garden to maintain profitable relationships with supporters.
2. Ensure all contact and communications with supporters is recorded on our CRM database and on pipelines to enable continuity with supporters across the team.
3. Keep up to date with trends and developments in fundraising to identify opportunities for Horatio's Garden to increase sustainable income.
4. Actively contribute to team and organisation meetings.
5. Actively contribute to projects and activities across the organisation, supporting colleagues and volunteers where necessary.
6. Support the charity at events and be willing to help the team with other activities where required. This may require travel to our garden sites across the UK and overnight stays.
7. Answer and manage incoming telephone calls and assisting supporters with their queries.
8. Some out of hours work may be required, for which time off in lieu will be provided.

Essential Skills, Knowledge and Experience required for this role:

- Empathy and understanding of the issues faced by patients with spinal injuries.
- A flair for preparing compelling and persuasive written proposals/documents.
- Excellent interpersonal skills, with a warm, friendly and engaging manner.
- Numerate, and able to interpret data and trends.
- Ability to manage a varied workload, work on own initiative to multiple tight deadlines with demonstrable time management skills and processes.
- Ability to form and maintain good relationships and to work within a team.
- High level of efficiency – able to work under pressure.

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- Energetic with initiative and drive.
- Enthusiasm for working in the charitable sector.
- Excellent working knowledge of MS Office packages, particularly Word, Excel and Outlook.

Salary: £28,000 to £30,000 per year, dependent on experience.

How to apply: To apply, please send a covering letter and your CV to natasha.acharekar@horatiosgarden.org.uk

We welcome informal enquiries. Horatio's Garden is an equal opportunity employer.
You will be based in our head office, just outside Salisbury in Coombe Bisset, SP5 4LN with 5 days a week in the office during the probation time, and one day from home after probation.

As a Charity we are committed to creating and promoting a culture that protects and preserves the welfare of the vulnerable people in our care. Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining and evaluating information from and about candidates including criminal record checks, to ensure that all persons appointed are suitable to work for our Charity.