

JOB DESCRIPTION

JOB TITLE	Trusts & Foundations Fundraiser (22.5 hrs)
SALARY	Circa 27,000 per annum pro rata (dependent on candidate experience)
HOURS	22.5 per week flexible working
LOCATION	Remote with some attendance at the Centre
KEY BENEFITS	<ul style="list-style-type: none"> • 25 days annual leave (pro rata for part time staff) • Flexible and remote working • Free Office Parking

The Role

This is an exciting time to join our charity as we develop our new Centre based in Eccles and work on a strategy of cautious and sustained growth. Trusts and other grant makers play an important part in our fundraising portfolio both in terms of the capital development and daily support given to MS sufferers, their families, carers and friends.

Our Trusts & Foundations Fundraiser will be an inspiring storyteller with a record of successfully researching new funders, developing current and new relationships and winning sustainable income. The work will include developing impactful evidence to show the need for our services and their development. The successful applicant will use this information to report back to Trusts and Foundations about the difference their funding is making. They will also take it forward

Principle tasks and Responsibilities

- Develop and manage a pipeline of prospective funders.
- Cultivate and nurture relationships with current and prospective donors, foundations, and funding bodies through regular communication and engagement.
- Write compelling, concise, well-presented, tailored approaches and grant applications in Word and Canva.
- Liaise with relevant staff, contractors and volunteers to gather information for grant applications (e.g. data, case studies, imagery etc).
- Manage the tracking, preparation and submission of funder reports, including working with other stakeholders to produce timely and accurate narrative and financial reports.
- Work with relevant staff, contractors and volunteers to ensure that all grant-funded projects comply with the terms and conditions set by funders.

- Contribute to production of key external documents which may impact Trust and Foundation fundraising e.g. Annual Report & Accounts, Impact Report.
- Ensure all grant documentation is stored and updated in relevant systems.
- Work with finance and program teams to develop contingency plans for addressing challenges that may arise during the grant lifecycle.
- Share ideas, information and learning to contribute to grant management.
- Contribute with other team members to the organisational budgeting process, by producing a detailed breakdown of opportunities and likelihood of success.
- Ensure systems are kept up to date with all details of grant application documents, progress and outcomes and any other interactions with funders.
- Attend relevant third-party events/training as required.
- Attend and assist with some MSTC(NW) fundraising events.
- The post holder will be expected to manage their own workload, work under their own initiative and provide feedback as required.
- To maintain knowledge of current fundraising practices and procedures and of relevant legislation affecting fundraising activities within the charitable sector.
- Regularly attend team and other meetings as appropriate, contributing positively to discussions and debates and participating in shared decision making.
- To act at all times in accordance with the policies and procedures of the MSTC (NW) in a positive way that promotes the charity's reputation. In the event of possible conflict of interest full disclosure must be made to the Trustees.
- Act at all times as an ambassador for the organisation and maintain positive and effective communication both internally and externally in representing the services offered by the charity.
- To undertake any other duties which may reasonably fall within the role of the post.

Health & Safety & Security

- Under health and safety legislation, each individual has a legal responsibility for their own welfare and for the health and safety of others and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. The charity has a Health & Safety Policy which applies to all staff.
- Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their manager.

Equal Opportunities

- The MSTC (NW) has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and its Equality & Diversity Policy.

Confidentiality

- In the course of your duties, you will have access to confidential material about members of staff, volunteers, other charity business and members. The MSTC (NW) has a Data Protection Policy which applies to all staff.

Safeguarding

- The MSTC (NW) is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the charity's Safeguarding Policies. Safeguarding training is mandatory for all staff.