



Job Vacancy: Trust & Foundations Fundraising Development Manager

14 months maternity cover – 4 days a week £33k pro-rata – hybrid working considered

Support Dog is a unique and innovative national charity that has been transforming the lives of families affected by autism, epilepsy and disability for 30 years.

Support Dogs trains and provides specialist assistance dog to give 100% reliable advance warning of epileptic seizures; to help children with autism to stay safe and better engage with the world around them. Our disability assistance dogs bring independence and a better quality of life for those with physical disabilities including MS, Cerebral Palsy and Fibromyalgia.

Founded and entirely based in Sheffield our charity operates across the UK, growing significantly over recent years. The demand for our work is overwhelming, with requests for support increasing ten-fold over the past few years. Support Dogs provides all of its services free of charge and relies entirely on voluntary donations for funding.

Funding from trusts and charitable foundations is vital to our charities ability to provide its vital, life saving work. Support Dogs is going through a period of growth and is looking for an experienced fundraiser to provide support to help us to reach further and maximise opportunities as our existing post holder takes maternity leave.

Applicants are to send a covering letter and CV to **danny.anderson@supportdogs.org.uk**. Deadline 3 June 2024

Please ensure to include details of relevant experience, and why you feel that you meet the criteria of the role, using specific examples to demonstrate your suitability.



Job Description

Title:	Trust & Foundations Fundraising Development Manager
	14 months maternity cover – 4 days a week £33k pro-rata – hybrid working considered
Purpose of Job:	To successfully support senior management in the strategic development of the charity. To be responsible for successfully generating income from charitable trusts with a specific focus identifying developing new fundable projects and supporting a potential capital appeal. To research and contribute to the development other areas of income growth for Support Dogs as required.
Responsible to:	Fundraising Manager
Specific Duties:	<ul style="list-style-type: none"> • To support the senior leadership team in collaboratively identifying and reviewing key areas of current, planned or future service provision to support the overall organisational strategic development • To be responsible for working with senior leadership team to develop fundable projects that help to further develop our charitable objectives. Creating compelling bids and propositions for key funders and building income generation opportunities primarily from trust funders and larger trusts & foundations • To manage the Trusts Fundraising Officer to facilitate the development and implementation of an effective key trust and grant funder income generation programme and stakeholder strategy • Developing and agreeing a Trust funding and interrelated fundraising development programme for specific projects • Research and intelligence gathering through regular liaison with funding bodies, charity sector leaders and other sources of information to identify trends, opportunities and threats to the organisation. • Working with training manager to identify and develop potential initiatives and projects relating to our charitable service delivery. Researching feasibility, benefits and fundability of projects. • Support senior leaderships team in providing regular review of strategic goals. • Supporting the CEO to determine support dogs values, mission, vision, and short and long term goals.
Experience	<ul style="list-style-type: none"> • Experience of working successfully in trust fundraising

	<ul style="list-style-type: none"> • Experience of researching charitable trusts and other funding opportunities from a range of sources • Experience of working successfully in a fundraising role, or a client relationship management role within another sector. • Experience of delivering appropriate research and data to provide evidence for making strategic decisions. • Experience of previously working on capital appeals also desirable.
Essential qualities:	<ul style="list-style-type: none"> • Excellent, compelling, writing skills and a very high standard of written English with a close attention to detail • Excellent interpersonal skills. Able to communicate with a wide range of people both internally and externally in person, by phone and electronically. • Ability to write applications and progress reports to a high, professional standard, or documents of a similar nature. • Numerate with the ability to summarise and understand budgets • Excellent research skills. Ability to identify trusts/ foundations/ statutory funders to attract funding. • Computer literate. • A high level of initiative. • The ability to work under pressure with minimum supervision. • To be able to prioritise work. • Confidentiality. • Sensitivity. • To have an adaptable approach to work. • To be comfortable in the presence of dogs.
Preferred qualifications: (not essential as full training will be provided)	<ul style="list-style-type: none"> • To have a knowledge/ be willing to learn about disabilities.