



**Ambitious
about Autism**

Trust Fundraiser

Job description, 2024

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jobs@ambitiousaboutautism.org.uk.

Job description

Job title	Trust Fundraiser	Team	Fundraising
Job band	£26,388 - £31,534 (depending on skills and experience)	Reporting to	Senior Trust Fundraising Manager
Hours	35 hours per week, 9am-5pm. Hybrid working.	Line manages	N/A

Approved by: Director of External Affairs and Development

Updated: March 2024

Role purpose

This role fulfils a role within our Philanthropy team, working specifically on charitable trusts and foundations giving up to £30,000. The Philanthropy team is highly regarded, consistently bringing in over half of our organisation's total voluntary income. The Trust Fundraiser will research, identify and drive forward new income opportunities, maintain relationships with existing donors and ensure our supporters have an excellent experience through giving to us. The Trust Fundraiser will also project manage and own the small trust mailing programme, and whilst seeking advice from the Senior Trust Fundraising Manager, will give you the opportunity to gain strategy development skills.

Key accountabilities and dimensions

Research and selection:

- Research trusts, foundations and other sources of funds, and identify those with the greatest income potential to grow your personal pipeline.
- Match potential donors with projects.

Donor relationships:

- Deliver high quality, timely written applications and reports to trusts and foundations including speaking to donors and prospects on the phone, virtually and in face-to-face meetings and visits.
- Develop and maintain good relationships with donors and prospects giving five figure gifts up to £30k, working with a portfolio of approximately 75 active trusts and foundations.
- Ensure that all funders receive timely and relevant correspondence and updates about the work of the charity.
- Deliver a cost-effective annual programme of tailored mailings to Trusts donating up to £3k.
- Deliver outstanding, proactive customer service and maintain good record-keeping for donor accounts.
- Assist the Philanthropy team in preparing materials such as cases for support or case studies to support funding applications.
- Undertake such activity in support of the Director of Fundraising and other fundraising department team members, such as helping out at events, and as may be necessary from time to time.

Administration, good record keeping for accurate donor management:

- Effectively create and maintain up-to-date, accurate donor records.
- Ensure all team monitoring reports are kept up to date and accurate in accordance with set deadlines.
- Utilise our fundraising database, Raiser's Edge, effectively, ensuring all data is accurate, up to date and GDPR compliant.

Key working relationships:

- Director of Fundraising
- Head of Philanthropy
- Senior Trusts Managers
- Major Donor Officer
- Service and programme leads
- Fundraising volunteers

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

Person specification

Role and band competencies		Essential
Specific knowledge, experience and technical skills		
1. Relevant degree/qualification or relevant experience		X
2. Ability to manage a task or project from conception to completion		X
3. Ability to source and sell in newsworthy stories to national press		X
4. Ability to engage, inspire and manage internal and external stakeholders		X
5. Excellent attention to detail and accuracy		X
6. Excellent IT skills (Microsoft Word, PowerPoint, Excel, Outlook etc)		X
7. Determination and tenacity to overcome obstacles and complete tasks to the highest standard		X
8. Excellent organization, prioritisation and time management skills with the ability to work independently and to tight deadlines		X
9. Able to think creatively and innovatively to generate income in line with the organizational strategy		X
10. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment		X
Personal attributes		
11. Proactive and able to work to own initiative while liaising closely with managers and colleagues		X
12. Ability to commute to various sites across London on occasions		X
13. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.		X

How to apply

Stage	Timescale
Closing date for applications	Sunday 24th March 2024
Candidates informed of outcome of application	W/C Monday 25th March 2024
Interviews (these will be conducted online via Teams)	W/C Monday 1st April 2024

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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**Ambitious
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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.