



**Ambitious  
about Autism**

# Trust Fundraiser

Job description, 2024

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# Job description

<b>Job title</b>	Trust Fundraiser	<b>Team</b>	Fundraising
<b>Job band</b>	£27,444 - £32,796 (depending on skills and experience)	<b>Reporting to</b>	Senior Trust Fundraising Manager
<b>Hours</b>	35 hours per week, 9am-5pm. Hybrid working.	<b>Line manages</b>	N/A

**Approved by:** Director of External Affairs and Development

**Updated:** August 2024

## Role purpose

This post fulfils a role within our Philanthropy team, working specifically on charitable trusts and foundations, generally 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 duties

### 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, collaborating with internal stakeholders.

### Donor relationships and stakeholder management:

- Deliver high quality, written applications and reports to trusts and foundations, in line with funder deadlines, and keep in touch with donors and prospects via phone, virtually and in face-to-face meetings and visits.
- Develop and maintain good relationships with donors and prospects giving five figure gifts generally up to £30,000, working with a portfolio of approximately 75 active trusts and foundations.
- Work collaboratively with service leads to source project information and ensure all funders receive timely and relevant correspondence and updates about the work of the charity, delivering outstanding standards of supporter care.
- Deliver a cost-effective annual programme of tailored mailings to trusts donating up to £3,000.
- 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 Philanthropy team colleagues 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:**

- Work closely with the Business Support team and Finance team to upkeep information relating to gifts.
- Effectively create and maintain up-to-date, accurate donor records, including communications.
- Ensure all team monitoring reports are kept up to date and accurate in accordance with set deadlines.
- Utilise our fundraising CRM database, Raiser's Edge, and other internal systems effectively, ensuring all data is accurate, up to date and GDPR compliant.

### **Key working relationships:**

- Head of Philanthropy
- Senior Trusts Managers
- Major Donor Officer
- Fundraising volunteers
- Service and Programme leads
- Finance Business Partner
- External Affairs & Development Business Support Team
- Deputy-Director of Fundraising

### **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.
- Stay abreast of changes and trends in fundraising practice, and ensuring compliance with changing regulations, including Fundraising Code of Practice and GDPR.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autism's 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
<b>Specific knowledge, experience and technical skills</b>	
1. Relevant degree/qualification or relevant experience	X
2. Ability to manage a task or project from conception to completion and meeting set deadlines	X
3. Ability to engage, inspire, manage and collaborate with internal and external stakeholders	X
4. Excellent attention to detail and accuracy	X
5. Excellent IT skills (Microsoft Word, PowerPoint, Excel, Outlook etc)	X
6. Excellent interpersonal, written and verbal skills	X
7. Determination and tenacity to overcome obstacles and complete tasks to the highest standard	X
8. Excellent organisation, prioritisation and time management skills with the ability to work independently and to tight deadlines, in a busy environment	X
9. Able to think creatively and innovatively to generate income in line with the organisational 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
<b>Personal attributes</b>	
11. Proactive and able to work to own initiative while collaborating 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	<b>Tuesday 15<sup>th</sup> October 2024</b>
Candidates informed of outcome of application	<b>Wednesday 16<sup>th</sup> – Thursday 17<sup>th</sup> October 2024</b>
Interviews (these will take place in person at The Pears National Centre for Autism Education)	<b>W/C Monday 21<sup>st</sup> October 2024</b>

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](mailto: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](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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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.