



Trust Fundraising Officer

Job Description

Title	Trusts & Grants Fundraising Officer (Part time 0.8 FTE / 30 hours)
-------	---

Employer	Lake District Calvert Trust
----------	-----------------------------

Reporting to	Head of Income Generation
--------------	---------------------------

Salary	£26,000-£32,000 pro rata / annum (subject to qualifications & experience)
--------	---

Location	Little Crosthwaite, Keswick, Cumbria. CA12 4QD (with some home-based working by agreement)
----------	--

The Lake District Calvert Trust (LDCT) is a specialist residential centre for people with disabilities. We enable children and adults with all types of needs to take part in challenging activities – adventurous experiences which have life-changing outcomes. The charity supports around 4,000 visitors each year staying at our 60-bed residential centre and operates seven days a week. Annual fundraising income is in excess of £400,000 and is used by the charity to develop its services and keep costs as low as possible for our beneficiaries.

Our Vision

People with disabilities sharing in life's opportunities.

Our Mission Statement

Our mission is to enable people with disabilities to achieve their potential through the challenge of adventurous activities in the countryside for them to develop, change perceptions and make positive and lasting changes to their lives.

Overview of Post

The role is essential to delivering the charities income targets for Trusts and Foundations and developing long term relationships. In addition, the post holder will support the Head of Income Generation with approaching, reporting, and maintaining Trust and Foundation relationships for major appeals.

The Fundraising Officer will work as part of the Fundraising team and focus on delivering income targets from trusts and foundations. The role is responsible for growing LDCT's trust and foundation income by increasing the amount and longevity of funding from current supporters, as well as

building a portfolio of new trusts and foundations through research, maintaining a pipeline of prospects, updating the Funding Matrix and making successful applications. Building good relationships with new funders including regular reporting, as well as good stewardship of existing funders, is an important part of the role.

Key Responsibilities

The key responsibilities of the Trusts & Grants Fundraising Officer are:

1. Delivering on fundraising priorities and targets for trusts and foundations income, including our current and future major appeals.
2. Researching, identifying, and prioritising appropriate trusts and foundations to maintain and convert a pipeline of new, prospective trusts and foundations.
3. Working with colleagues across the organisation to help shape projects for funding and creating strong Cases for Support to ensure effective applications.
4. Writing and submitting high quality targeted funding applications.
5. Maintaining an effective stewardship programme for trusts and foundations including appropriate accurate records, ensuring the fundraising e-Tapestry database is kept up-to-date and that fundraising income is processed efficiently with timely thank you letters and acknowledgements.
6. Managing relationships with existing and new funders to encourage maximum funding, multi-year funding awards and repeat funding.
7. Monitoring outcomes, updating the Funding Matrix and producing timely reports and information as required externally by funders and internally for Management reporting.
8. Promoting the support of funders through press releases and social media posts.
9. Adhering to standards of fundraising best practise as set out in the Institute of Fundraising's Code of Practise and ensuring all activities comply with relevant Data Protection obligations and any other legislation.
10. To undertake any other reasonable duties as requested by the Centre Director.

Conditions of Service

Contract: This position is permanent following a 6-month probationary period.

Hours: Part time 4 days (30 hours) per week

When working in the office the hours are generally Mon–Fri, 09:00 to 17:00, with a 30 minute unpaid lunch break. Occasional evening and weekend work may be required. The role can include some home-based working and flexibility in days worked over the month by prior agreement with the Line Manager. Flexible working hours can be agreed after an initial 3-month familiarisation period.

Holidays: 28 days rising to 33 days (pro rata) including Bank holidays (8 days), in accordance with Calvert Trust policy. Up to 10 days leave (pro rata) must be taken over the Christmas shut-down period.

Pension: The Trust operates an occupational pension scheme with defined contributions, the National Employment Savings Trust (NEST) and for eligible and non-eligible jobholders enrolled in the scheme both the employer and employee will make a contribution.

Other: This post will be subject to checks with the Disclosure & Barring Service (DBS)

2

Person Specification

We are looking for a driven, enthusiastic individual to help realise our fundraising ambitions. You must have a genuine commitment to the voluntary sector and identify with our core values.

An understanding and empathy for working with people with disabilities and those working in the disability sector is essential. Disability Awareness Training will be provided upon commencing the post.

Requirements	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none">• Minimum of 2 year's relevant experience of Trust fundraising & a proven track record of achieving financial targets• Experience of working to challenging targets & deadlines• Excellent verbal & written English skills• Experience of research / report writing• Experience of writing successful grant applications	<ul style="list-style-type: none">• Experience of Major Appeal fundraising• Institute of Fundraising qualification and/or training• Experience of working for a charity• Experience of arranging funders PR events

Key Skills, Knowledge & Competencies	<ul style="list-style-type: none"> • Excellent interpersonal & communication skills through verbal & written channels • Excellent IT skills including the use of Microsoft Office /a fundraising database • Highly organised with the ability to plan & manage competing priorities • Commitment to accuracy & attention to detail • Understanding of key regulatory & legislative requirements in relation to fundraising, including GDPR 	<ul style="list-style-type: none"> • Understanding of issues faced by people with disabilities • Experience of using Blackbaud e-Tapestry database • Experience of social media, and other digital platforms
Personal Attributes	<ul style="list-style-type: none"> • Self-starter with the ability to work on own initiative & prioritise workloads • A creative & proactive approach to all areas of work with a 'can do' attitude • Strong team working focus with a flexible & adaptable approach to meet the demands across the whole organisation 	
Other	<ul style="list-style-type: none"> • Ability to work occasional evenings/weekends, attend out of hours meetings & travel. • A full driving license. 	