

RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE

JOB DESCRIPTION

Job Title:	Trusts and Foundations Fundraiser
Salary Band:	D
Responsible to:	Trusts and Philanthropy Manager
Accountable to:	Director of Income Generation and Marketing

Job Summary

The Trusts & Foundations Fundraiser will be responsible for raising funds by researching and applying to appropriate grant-making Trusts and Foundations bodies. You will develop meaningful and positive relationships with a variety of organisations as well as individual supporters. You will grow and develop Rainbows trust fundraising portfolio. The role will also lead on research into new grant income.

Key Responsibilities

- Communicate the charity's funding needs in a clear, consistent way to potential trust funders and philanthropic individuals through high quality funding applications, face to face meetings and communications.
- Build strong, long term relationships with funders through regular telephone and face to face contact, communications, networking, written updates and other feedback as appropriate.
- Research and understand the funding needs of the charity, with strong emphasis on core income and to liaise with senior members of the Rainbows care team in relation to requirements for funding.
- When required, raise funds towards capital campaigns and new projects, liaising with the relevant project leaders.
- Manage a detailed database of trust funders, including research of new trusts and cleansing of data at regular intervals. Ensure all trust records are kept up to date on the ThankQ CRM system.
- Produce high quality written reports for funders to feedback on the impact of their funding, aiming to further develop their support where appropriate.
- Compile relevant information about the Rainbows' funding needs and innovatively 'package' our work to support funding applications.

- Keep up to date with funding opportunities from public sector funding streams, including NHS, local and central government.

Training and Development

- To attend staff development programmes, training courses, conferences as deemed necessary.
- To attend compulsory staff meetings
- To take responsibility for attendance at mandatory training sessions as deemed necessary by the organisation

Data Compliance and Confidentiality

- In line with national legislation, and Rainbows policies, must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.
- To comply with all Rainbows policies and procedures on Data Protection, Confidentiality, and Information Security.

Behaviours and Values

- To promote, uphold and demonstrate the Rainbows values.
- To work actively and positively as part of the wider hospice team, demonstrating a desire and ability to build relationships with colleagues across all teams.
- To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
- To be proactive in seeking out support and finding new ways to encourage supporters to participate in our activities.
- To act always in a professional manner, respecting the needs of colleagues and co-workers, working collaboratively to ensure a harmonious work environment, and following our code of conduct at all times.

Our Values:

- One Team – Working together with fairness and respect.
- People Centred – Championing inclusivity, compassion, and clarity.
- Aim High – Adapting, learning, and sharing our expertise.
- Own It – Focused, committed, and accountable.

Safeguarding Children and Vulnerable Adults

- To comply with Hospice and Leicester City LSCB Policy, Procedures and Practice
- To follow hospice policy regarding the management of safeguarding concerns.
- To access mandatory safeguarding training and demonstrate competence at the required level.

Equality, Diversity and Rights

Rainbows Hospice for Children and Young People is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age, or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to take action to ensure that staff and volunteers employed by Rainbows Hospice are culturally aware and treat every person with dignity, respect, and fairness, in a way that is sensitively responsive to differences and similarities. Unlawful discrimination and other forms of exclusion have no place within Rainbows Hospice.

Responsibilities:

- Support and uphold the equality, diversity, and rights of all individuals, including children, young people, their families, staff, and volunteers.
- Actively promote the consultation and involvement of children, young people, and families in decision-making processes.
- Adhere to and work in alignment with the Hospice's Equality and Diversity Policy.

Health and Safety

- To carry out duties placed on employees by the Health and Safety at Work Act 1974.
- To comply with Health and Safety Policy.
- To take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare in the pursuance of any of the relevant statutory provisions.
- To be aware of and adhere to current policies regarding infection control at all times.


General

- To maintain a high standard of personal hygiene and presentation.
- To act at all times in a professional manner, respecting the needs of colleagues and co-operating to maintain a harmonious working environment.

This job description is subject to amendment and may be changed from time to time.



Enquiries:

 01509 638000

 peopleteam@rainbows.co.uk



rainbows.co.uk/careers