

Compton

Job title	Trusts and Foundations Fundraiser
Reporting to	Head of Trusts Unit
Hours of work	37.5 hours per week
Salary	£32,000 - £34,000 per annum depending on experience
Closing date	30 September 2024
Location	Hybrid – 3 days office (London / South East) / 2 days remote.

ABOUT COMPTON

Compton is the UK's leading fundraising consultancy with seven decades of experience managing successful annual, capital and legacy campaigns for charities and not-for-profit organisations.

Our clients recognise Compton as '*the* trusted name in fundraising', thanks to the transformational contributions we make. We are proud of our history and track record, and the 'Compton Way' continues to deliver extraordinary fundraising results, even in today's challenging operational and economic conditions.

THE ROLE

Compton Fundraising is looking for an experienced Trusts Fundraiser to join our successful Trusts team.

The successful candidate will:

- Work within the Compton Trusts team for key clients
- Research grant makers using databases and search engines
- Demonstrate an understanding of the behaviour and motivations of charitable trusts
- Establish and manage productive relationships with a portfolio of charitable trusts
- Facilitate positive working relationships with Compton clients
- Proactively contact trusts to discuss various projects and programmes
- Match funding opportunities to projects
- Prepare written bids and proposals
- Work effectively with senior staff to develop compelling, bespoke proposals, drawing on all relevant resources available
- Put in place robust procedures to ensure we meet our formal reporting commitments
- Contribute to the strategic development of the trust team, effectively implementing own planning, budgeting and reporting objectives
- Participate in professional development opportunities to expand personal knowledge of trust fundraising

PERSON SPECIFICATION

Well presented, confident, articulate and outgoing, you will possess an open, creative, enquiring mind and have an enthusiasm for fundraising and commitment to the aims and objectives of our clients

Essential

- The ability to write clearly and concisely, and to adjust tone and style of writing with an understanding of the target audience
- The ability to produce successful fundraising proposals with a good understanding of the importance of research.
- The ability to divide attention constructively between multiple projects and campaigns as required
- Confident and able to work to stretching financial targets, prioritising work and meeting deadlines.
- Excellent interpersonal skills with a positive 'can do' attitude
- Ability to cultivate positive working relationships with funders, applicable also to Compton clients.
- A motivated self-starter with the enthusiasm, drive and ambition to maximise income from existing and new major supporters.

This is a significant opportunity for a Trusts fundraiser with a minimum of **2 years' experience** to work alongside senior colleagues from the UK's leading fundraising consultancy to further develop their skills and career.

Company benefits

- Annual leave 25 days plus bank holidays
- Standard Life pension scheme with Company contributions starting at 3%
- Non-contributory life assurance scheme
- Compton professional development and mentoring opportunities
- Employee Assistance Programme – offering free /7 support + counselling and advice

To apply, please send a short covering letter and CV to lwheatley@comptonfundraising.co.uk by close of business of **30 September 2023**.

NOTE: We will be conducting interviews as suitable candidates apply, so may appoint before the closing date.