

Job Title:

Trusts and Foundations Fundraising Executive

Reports to:

Head of Development

Hours:

Full-time 36.5hrs pw

Salary:

£30,000 - £35,000 per annum

Location:

Coalbrookdale Head Office with hybrid working.

Budgets Held:

Fundraising

Staff Reporting Directly:

None

Fundraising Team

This post will work collaboratively with other members of the fundraising team including:

- Fundraising Executive Individual Giving (Vacant)
- Fundraising Executive Major Donors and Partnerships
- Fundraising Officer (Prospect Research and Data)

Background & Function:

The Trusts and Foundations Fundraising Executive is an exciting new post created to strengthen the Ironbridge Gorge Museum Trust's (IGMT) fundraising team and will work to support IGMT's charitable objectives set out in its 10-year Manifesto.

Working with the Museum Development Director and the Head of Development this pivotal role will be responsible for taking the trust programme to the next level, growing trust income, securing new grants, increasing multi-year gifts and managing a current portfolio of Trusts and Foundations.

The role will include working with a pipeline of existing and prospect Trusts and Foundations, cultivating and developing these relationships, to generate income by producing and submitting timely, compelling, high quality grant applications in line with the charity's needs and goals and providing appropriate levels of stewardship leading to long term support.

Working closely with the Fundraising Officer (Prospect Research and Data) you will identify new grant opportunities and ensure all reporting, updates and project evaluations are completed.

You will be highly organised, dedicated and a reliable individual, ready to play a significant role in income generation. An exceptional and eloquent communicator and writer, excellent at managing your time and a natural relationship builder.

If your experience does not align perfectly with all the criteria in the person specification but you meet most of them and are excited about the role, we encourage you to apply anyway. Our priority is finding the right person to thrive in our team.

Duties:

What will I be doing on a day to day basis?

- Working with the Fundraising Officer (Prospect Research and Data), you will be responsible for researching, building and maintaining a prospect pipeline of Trusts and Foundations.
- Developing, writing and submitting high quality, compelling proposals and applications in a timely manner.
- Using the CRM system, you will monitor prospecting and donor activity, to build a clear cultivation and stewardship plan for each Trust.
- Growing relationships with Trusts and Foundations, through the development of supporter events, tailored updates and exciting information about our work.
- Ensuring excellent donor stewardship is in place using events, meetings, talks and inspirational writing to help Trusts learn about our work.
- You will build relationships with internal colleagues (both paid and volunteers) and work across departments to understand organisational priorities, developing and implementing plans to secure donations from trusts and foundations for areas of work identified in the annual Business Plan.
- You will be responsible for keeping up to date records for reporting, monitoring, and evaluation purposes, and ensuring reports for internal and external stakeholders are provided in a timely manner and are accurate.
- Working as part of the team to implement and deliver against a fundraising income strategy for the charity ensuring long-term income growth to support our charitable goals.
- Finally, you will contribute to IGMT's commitment to Diversity, Equity, and Inclusion in your day to day working and your relationships with colleagues, external partners, and donors.
- You will also carry out any other additional duties commensurate with this post.

Person Specification:

- Demonstrable experience of fundraising in a similar role
- Knowledge and experience of the charity sector with a proven success in securing grants.
- The ability to write persuasive, compelling applications and donor communications
- Strong proofreading skills.
- Ability to work independently and with own initiative.
- Experience of managing cultivation and stewardship events
- Excellent communication and interpersonal skills, with the ability to build strong relationships
- Highly organised, with excellent attention to detail and the ability to manage multiple tasks and priorities
- Good IT skills, confident in the use of Microsoft Office and CRM systems
- Ability to work evenings and weekend as required.

Signed (postholder): Printed: Dated:

Signed (manager): Printed: Dated:

This job description is subject to periodic review.