



## Trusts & Foundations Fundraiser

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| <b>Hours per week:</b> | 37.5 hours per week (full time). We recognise that great candidates come with varied commitments, and we are happy to discuss flexible working arrangements, including reduced hours, for the right person. |
| <b>Salary:</b>         | £32,000 per annum   |
| <b>Location:</b>       | Remote or hybrid. Office is in Essex (CM1). In-person attendance is not required but may be welcomed occasionally.  |
| <b>Contract:</b>       | Fixed-term (12 months) in the first instance, with a view to renewal subject to funding.  |
| <b>Responsible to:</b> | Chief Operations Officer (line manager)   |

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### ABOUT CLEFT

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We are a small, busy and dynamic charity working to bridge the gap in cleft lip and palate care in the UK and overseas.

A cleft is a congenital birth condition affecting 1 in 700 babies in the UK. There may be a cleft just of the lip, just of the palate, or both and there may also be other associated conditions.

#### Our Mission

We advance cleft care globally through world-class research and long-term, locally rooted partnerships that improve treatments, share expertise and build lasting capability where it is needed most, so cleft can be treated properly, for life.

This year marks an important milestone for CLEFT, as we celebrate five years since becoming a Charitable Incorporated Organisation. It is an opportunity to reflect on how far we have come, and to thank the supporters, partners and volunteers who have made that progress possible.

#### What We Do

##### Research

We fund research projects across the UK to develop new and kinder treatments and to better understand why outcomes vary. We also support local research projects in our partner countries, building scientific capability alongside clinical capacity for long-term care.

##### International

We support medical teams in lower to middle income countries, working hand in hand with local clinicians to establish permanent, multi-disciplinary centres. We provide training, equipment and long-term support, so that the care we help build outlasts any individual project or visits and people can access high-quality care for as long as they need it.

We have developed a twinning arrangement for most of our international work, with cleft centres in the UK teaming up with an overseas centre to share expertise and experience.

## MAIN ROLE

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This is an exciting opportunity to join a small, passionate team at a critical point in our development. As our Trusts & Foundations Fundraiser, you will play a central role in growing grant income that directly funds life-changing projects for people born with clefts in the UK and around the world.

Working closely with the team, you will take ownership of building and managing a portfolio of trust and foundation funders. You will need to hit the ground running - this role requires someone who already understands the world of grant fundraising and can work with confidence and independence. Support will be available, but you will be expected to manage your own workload and pipeline proactively.

## AREAS OF WORK, TASKS AND RESPONSIBILITIES

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### Trusts and Foundations (core focus)

- Managing your own portfolio of Trusts, Foundations, and grant makers - building relationships and growing or securing ongoing support.
- Researching and developing a pipeline of new prospect organisations to apply to.
- Writing tailored, compelling funding applications incorporating appropriate messaging to secure income from existing and new funders.
- Writing reports for funders in line with their requirements, drawing together written and financial information to demonstrate the difference their support has made.
- Providing excellent supporter care throughout the year, maintaining strong relationships via email, phone, and video call.
- Managing administrative duties and processes with high attention to detail, including keeping process maps and key documents up to date.
- Maintaining the highest standards of data management and GDPR compliance.

### Wider fundraising support

- Playing an active and collaborative role as part of a small fundraising team, contributing to wider income generation activities where needed.
- Complying with the Fundraising Code of Practice and all relevant CLEFT policies and procedures.

## PERSON SPECIFICATION

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The successful candidate will be a proactive, self-motivated individual who can manage their own workload and thrive with a degree of autonomy. Given the size of our team, we need someone who brings confidence and expertise to the role from day one, while also being a collaborative and flexible team player.

## Essential

- At least 2 years' experience in a similar trusts and foundations fundraising role.
- Proven ability to write compelling funding applications and funder reports.
- Strong relationship-building skills, with the ability to communicate effectively across a range of individuals and organisations.
- Excellent organisation, time management, and administrative skills.
- Excellent attention to detail.
- Self-motivated and able to work independently, managing priorities without close supervision.
- IT literate, with experience of Microsoft Office programmes.
- Commitment to equity, diversity, and inclusive values and practice.
- Flexible and adaptable approach, with a positive influence on those around you.

## Desirable

- Experience with a CRM database.
- Knowledge of the charity sector.
- Experience working with or on behalf of people with health conditions or disabilities.

## WHY SHOULD YOU APPLY?

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- Competitive salary of £32,000 per annum
- Fully remote or hybrid working - you choose what works for you
- 28 days' holiday pro rata
- Opportunity to make a real and meaningful impact within a small, dynamic charity
- Room for the role to grow alongside the organisation
- Commitment to ongoing training and professional development

## THE APPLICATION PROCESS

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We are committed to creating an environment in which everyone can thrive. We welcome applications from people of all gender identities, ages, sexual orientations, nationalities, religions and beliefs.

To apply, please send the following to [melbaldwin@cleft.org.uk](mailto:melbaldwin@cleft.org.uk) by 15<sup>th</sup> July 2026:

- A covering letter of no more than two pages, explaining your motivation to work with CLEFT and demonstrating how your experience meets the person specification. Please write this in your own words - we ask that you do not use AI tools to write your letter, as this is an important opportunity for us to understand how you communicate and why you are personally drawn to this role.
- An up-to-date CV.

### Shortlisting and interviews

First interviews will be held online via Microsoft Teams. Shortlisted candidates will then be invited to London the following week for a face-to-face interview with a small panel.

Appointment is subject to interview, two satisfactory references, verification of identity, and eligibility to work in the UK.

If you would like an informal conversation about the role before applying, please contact Melanie Baldwin on 07533 963438.

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CLEFT - Registered Charity Number 1194581

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