st elizabeth hospice

Job title:	Trusts and Foundations Fundraiser
Reports to:	Senior Philanthropy & Partnerships Manager
Department:	Fundraising & Supporter Engagement
Based at:	St Elizabeth Hospice, Ipswich, with travel across the region as required

Job summary:
Trusts and Foundations are a vital source of income for St Elizabeth Hospice, helping to fund the delivery of essential hospice services, innovative projects, and strategic developments across our communities.

Working within the Philanthropy & Partnerships Team, the Trusts & Foundations Fundraiser will support the development, management and growth of income from grant-making trusts and charitable foundations. The postholder will help secure funding for both the hospice's core services and strategic priorities, including capital developments and major campaigns.

Reporting into the Senior Philanthropy & Partnerships Manager and working closely with the Head of Capital Appeal and colleagues across the organisation, the postholder will contribute to the development of compelling funding proposals, impactful cases for support and excellent stewardship programmes that build long-term relationships with funders.

The postholder will manage an agreed portfolio of trusts and foundations, maintaining a strong pipeline of funding opportunities, maximising income potential, and delivering an outstanding supporter experience that reflects the values and ambitions of St Elizabeth Hospice. They will also work collaboratively with colleagues across the Partnerships Team, supporting events, projects, and wider fundraising activities as required.

Safeguarding responsibilities:
- To demonstrate a commitment to keeping adults and young people safe
- To report any disclosure made to you to the appropriate person
- To report any safeguarding concerns in the workplace to the appropriate person
- To maintain an awareness of the hospice's policies in relation to safeguarding

Key responsibilities:
- Manage and develop an agreed portfolio of trusts, foundations and grant-making bodies, building strong relationships that maximise income and long-term support for St Elizabeth Hospice.

- Research, identify and qualify new funding opportunities, maintaining a healthy pipeline of prospects across core services, projects and capital appeal priorities.
- Prepare and submit high-quality funding applications, proposals and reports, securing support for unrestricted, restricted and capital funding needs.
- Deliver excellent stewardship, ensuring funders receive timely updates, impact reports and engagement opportunities that encourage repeat and multi-year giving.
- Contribute to the delivery of Trusts & Foundations fundraising activity for the hospice's Capital Appeal, identifying and progressing opportunities for significant capital investment.
- Help plan and deliver donor meetings, events, visits and other engagement opportunities.
- Work collaboratively with colleagues to gather stories, impact information and supporter insights that inspire giving.
- Maintain accurate supporter records and pipeline activity using CRM systems, ensuring compliance with GDPR and fundraising regulations.
- Monitor and report on fundraising activity and supporter engagement, using insight and data to improve performance.
- Represent the hospice at supporter, business and networking events as required.
- Work collaboratively across the organisation, championing hospice values and contributing to wider fundraising and Capital Appeal objectives.

Responsibilities for all staff:

- Act as a positive ambassador for St Elizabeth Hospice
- Where the postholder is a member of a professional body, comply to the professional standards set by that body. Ensure registration is current and practice continuous professional development.
- Because of the special nature of the hospice and its work, the postholder may on occasion be asked to undertake other duties to help maintain our high standards of care and engagement.

This job description is not necessarily exhaustive and may be subject to review by the line manager in conjunction with the postholder.

Person specification: Trusts and Foundations Fundraiser

Requirement	Essential	Desirable
Qualifications & training	• Good standard of education including English and Maths (or equivalent)	• Membership of the Chartered Institute of Fundraising • Fundraising or grant fundraising qualification
Knowledge & experience	• Experience in account management, relationship management, business development, sales or a similar supporter-focused role. • Experience of researching opportunities and developing pipelines. • Experience of producing high-quality written communications, reports, proposals or applications. • Experience of working to objectives, targets and deadlines. • Experience of building and maintaining professional relationships with a variety of stakeholders. • Good working knowledge of Microsoft Office applications.	• Experience of trusts and foundations fundraising. • Experience of writing successful grant applications. • Experience within the charity sector. • Experience supporting a capital appeal, major appeal or significant fundraising campaign. • Knowledge of GDPR, fundraising regulation and fundraising best practice. • Experience using Donorflex or a similar CRM system.
Specific skills	• Excellent written communication and bid-writing skills. • Strong research, prospecting and analytical skills. • Ability to develop compelling cases for support using qualitative and quantitative information. • Strong organisational and project management skills. • Ability to manage multiple priorities and deadlines effectively. • Excellent interpersonal and relationship-building skills. • Ability to work independently whilst contributing positively within a team environment. • Strong attention to detail and commitment to accuracy.	• Experience of using GrantFinder or similar prospect research tools. • Experience of preparing funding reports and impact reporting.

Personal qualities	• Passionate about hospice care and the difference fundraising can make • Compassionate, professional and emotionally intelligent • Proactive, organised and solutions-focused • Collaborative, enthusiastic and supportive • Resilient and adaptable to changing priorities	• Willingness to work flexibly, including occasional evenings and weekends in support of fundraising activity