

Trusts & Foundations Fundraiser

Recruitment Pack 2026



Welcome

The Pepper Foundation is a local charity funding children's hospice care at home, specialised play and family days for children living with life-limiting and life-threatening conditions in Hertfordshire and Buckinghamshire.

The Trusts & Foundations Fundraiser will be joining Pepper at an exciting time as we launch our new three-year fundraising strategy. Backed by committed investment and with full Board approval, we are delighted to be growing the charity to deliver sustainable income that directly supports local children and families with hospice care in the comfort of their own homes.

Working closely with the Head of Trusts & Foundations, you will play a pivotal role in increasing income from trusts and foundations by developing and managing a strong pipeline of funders, securing new grants, and building long-term relationships that lead to increased and multi-year support. You will research and prepare compelling applications to both new and existing funders, alongside producing timely, engaging reports that clearly demonstrate impact.

This role requires a highly organised and motivated individual with a passion for writing, strong attention to detail, and the ability to deliver exceptional cultivation, stewardship and relationship management of trusts and foundations aligned with our mission.

Your work will directly support hospice at home care, specialist play services, and meaningful family days out for children with life-limiting and life-threatening conditions – making a tangible difference to families during the most difficult of times.

How to apply:

Please send your CV with a cover letter to melissa@pepper.org.uk explaining why you would make a great candidate for this role and how you meet the job description. Please disclose if you have used AI for any part of your job application.

Closing date: 1st June 2026 at 5pm

Interview dates: First-round interviews on 10th and 11th June with second-round interviews on 15th June 2026.

Interviews will take place at our office in Berkhamsted. Please let us know if you have any accessibility requirements or need any adjustments for the interview.

If appointed, an enhanced DBS check will be required.

Trusts & Foundations Fundraiser

Job description



Line Manager: Head of Trusts & Foundations

Accountable to: Board of Trustees

Primary objectives: To grow trust and foundation income through relationship management, stewardship and prospect development.

Hours: 22.5 hours per week working from home – applicants must live within Hertfordshire or Buckinghamshire (or surrounding counties).

Salary: £33,000 per annum FTE pro rata

Contract type: Permanent

Pension: We operate an optional enhanced pension scheme whereby The Pepper Foundation will make a 5% contribution with a minimum of 3% from the employee based on salary paid.

Benefits: Mileage allowance in accordance with HMRC guidelines, provision of laptop and mobile phone for performance of duties, reimbursement of work expenses and an Employee Assistance Programme.

Office location: Your main place of work will be at home, with some time spent meeting supporters and hospice partners. You will also attend regular meetings with Pepper colleagues.

Pepper has access to meeting facilities and a small operational base in Berkhamsted in Hertfordshire.

There will be opportunities to engage with children and families supported by the charity through Pepper Family Days, the Pepper Play Service and our charity partners.

Area of operation: Fundraising will take place in Hertfordshire and Buckinghamshire. There will be occasional visits and meetings outside this area.

Professional development: The Trusts & Foundations Fundraiser will be encouraged to undertake training and professional development activities in line with their duties and career aspirations.

Key relationships:

- Pepper Supporters and Volunteers
- Pepper Fundraising Team
- Pepper Play Team
- Pepper Board of Trustees
- Colleagues at our Partner Hospices

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Job description



Key requirements:

- Work with the Head of Trusts & Foundations to agreed income targets and growth.
- Build and maintain a strong pipeline of small and medium trusts and foundations (giving up to £10,000).
- Produce high-quality, tailored applications to prospective funders aligned with agreed criteria.
- Prepare meaningful update reports, demonstrating the impact of a funder's support, whilst ensuring all reporting requirements and deadlines are met.
- Deliver excellent relationship management and stewardship through regular reporting and tailored communications.
- Conduct prospect research to identify and prioritise new trust funding opportunities aligned with The Pepper Foundation's work.
- Maintain accurate and up-to-date records of all communications on the Donorfy CRM database whilst keeping abreast of GDPR.
- Stay up to date with current trends in trust fundraising.
- Ensure compliance with relevant regulations, including the Fundraising Regulator Code of Practice, and internal Safeguarding Policies.
- Represent The Pepper Foundation at events as required.

This job description does not attempt to describe all aspects of the role to be performed, but indicates the general role required of the post holder. It is open to review and as a result alterations and additions may be made.





Trusts & Foundations Fundraiser

Job description

Essential	Desirable
Education, training and qualifications	
<ul style="list-style-type: none">Understanding of the Fundraising Regulator's Code of Fundraising Practice	<ul style="list-style-type: none">Membership of an accredited fundraising bodyRecord of ongoing professional developmentFundraising qualification
Experience	
<ul style="list-style-type: none">Experience of securing income from trusts and foundationsExperience preparing project budgets and developing successful funding applicationsExperience writing bespoke update reports, demonstrating the impact of a funder's supportStrong track record of meeting income targetsExperience using CRM databases	<ul style="list-style-type: none">Developing cultivation and stewardship opportunities for funders
Skills	
<ul style="list-style-type: none">Excellent relationship management skills, with experience stewarding funders and building effective internal and external partnershipsExcellent written communication skills, with the ability to write compelling, high-quality funding proposalsExcellent verbal communication skills with the ability to talk confidently to funders over the phone or in personStrong organisational and time management skills, with the ability to prioritise, meet deadlines, and manage own workloadExcellent attention to detail	<ul style="list-style-type: none">Previous use of Donorfy CRM database
Knowledge	
<ul style="list-style-type: none">Understanding of project budgets and financial information, with strong numeracy skillsKnowledge of CRM databases and their use in fundraisingCompetent using Microsoft 365 and other mainstream applicationsFamiliarity with internet-based prospect research methods and toolsCommitment to the charity's mission, aims, and values	<ul style="list-style-type: none">Children's palliative careTrends in trust fundraisingKey principles of major donor fundraisingGDPR guidelines
Other	
<ul style="list-style-type: none">A passion for the work of The Pepper FoundationA team player able to work collaboratively and aloneAbility to self-motivate when working from homeCar owner and with a clean driving license	

About the Pepper Foundation



The Pepper Foundation is a registered charity which funds children's hospice at home care and specialist play services throughout Buckinghamshire and Hertfordshire.

This innovative paediatric service is one of a kind in the region and offers specialist palliative care and support to children with a life-threatening or life-limiting condition.

The nurses we fund work with families to provide individualised care and support for each child in their own home on an on-call basis. This free service is available 24/7 and enables families to spend precious time together at home, rather than in a hospital setting.

But children's hospice care is not just about clinical support; a life-limiting condition can also affect a patient's siblings and wider family too. For this reason, The Pepper Foundation also funds and manages the Pepper Play Team, providing in-home play sessions that allow patients, siblings and other family members to experience the joy of play.

We also arrange a series of family events throughout the year – helping to reduce social isolation and give families the opportunity to spend time together and meet other families in similar circumstances.

Our aim is to provide an environment where families can attend events with suitable accessible facilities. This can include fun days out for the whole family, such as the zoo or a specialist leisure facility, or sessions at an accessible soft play centre. We also arrange social events for parents, such as coffee mornings. All Pepper run events are provided at no cost to the families, and if required, we can even facilitate travel for families with significant mobility challenges.

The Pepper Foundation is a small charity and ensures that all donations are being used in the best possible way to fund care and services for local families. We count on voluntary donations to fund our work and without people like you, this service would not be available to the community.





the
pepper
foundation



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Charity Number 1056823
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Registered in England & Wales



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