



Job Description – Trusts, Foundations & Grants Fundraiser

Responsible to:	CEO
Special Conditions:	Ability to attend occasional/ad hoc events at weekends or evenings.
Salary:	£35,000 per annum full time equivalent (£13,611 per annum for 14 hours per week)
Based in:	Woking (some remote working possible)
Hours:	Part time 14 hours per week – exact hours to be discussed but a minimum of one day to be based in the office during standard working hours.

A full driving licence and use of a reliable car for work purposes is useful but not essential.

Please note that this job description is not a definitive list of tasks but is designed to give an overview of the role. All employees are expected to undertake reasonable additional duties as required and to understand that job descriptions develop and change over time.

Purpose of the post – To generate income from Trusts, Foundations and Grants to sustain, and ideally increase, both core and programme funding which will enable YS to continue to provide and further develop the best services to support survivors of domestic abuse.

Key responsibilities:

- To raise funds to achieve (or exceed) agreed targets.
- Identify, research, develop and manage a portfolio of prospective and existing donors (Trusts, Foundations and Grants), maintaining a pipeline of funding opportunities to ensure a consistent flow of applications and income.
- Prepare and submit high-quality, inspirational and tailored grant applications/proposals, communicating funding needs in a clear and consistent way that aligns with funders' priorities.
- Research and understand the funding needs of Your Sanctuary, liaising with the Senior Leadership Team in relation to requirements.
- Gather and analyse relevant information that can be used to create compelling cases for support, backed by data that showcases the impact of our work.
- Use existing fundraising database to keep accurate and relevant records of contacts, those approached, outcomes etc.
- Build strong, long-term relationships with funders through regular contact.
- Produce high quality written reports for funders to feedback on the impact of their funding, with input from Service Leads, looking for ways to further develop their support where appropriate.

- Contribute to the fundraising plan, in collaboration with the CEO, Trustees and Corporate & Community Fundraiser, with a view to diversifying current income streams.
- Work with the Corporate & Community Fundraiser to ensure a 'joined-up' approach to fundraising at Your Sanctuary, complementing each other's skills set as required.
- Work with the Marketing & Social Media Coordinator to ensure Your Sanctuary is appropriately represented/promoted.
- Work with the Senior Leadership Team and Trustees to leverage their contacts and expertise.
- If appropriate, network at agreed events to help secure new introductions.
- To be part of external partnership fundraising working groups, focussing on Trusts/Grants.
- Provide monthly financial reports and progress reports.
- Ensure compliance with current Institute of Fundraising Code of Practice, Fundraising Regulator and GDPR legislation and/or requirements and ensure that all fundraising is carried out on an ethical basis.
- Ensure continual awareness of developments in legislation and policy which are relevant to the role.
- Carry out other duties as may be specified by your line manager from time to time.

Health and Safety

- At all times to work in a safe and efficient manner, being aware of Your Sanctuary's health and safety policies.
- Where appropriate, participate in addressing the risks identified in the health and safety annual audit.

Internal participation

- Regularly attend and participate in staff team meetings.

Performance and Development

- Be individually responsible for achieving financial targets as agreed with the CEO.
- Identify possible areas of development within the organisation and bring these to the attention of the CEO.

Continued

Person Specification

Demonstrate Your Sanctuary Team Values

- **Compassion** – to have an understanding of the experiences of survivors of domestic abuse and others coupled with a determination to support and help
- **Empowerment** – to work alongside survivors and colleague to achieve autonomy, self determination, and space for action
- **Collaboration** – working together with survivors, colleagues, agencies and the wider community to achieve our aims
- **Non-judgemental** – to be accepting, understanding and respectful of other’s experiences, decisions and values

Experience

- Demonstrable and successful track record in Trust, Foundations and Grants fundraising including securing substantial grants.
- Preparation and submission of complex funding applications.
- Managing and undertaking the fundraising process from identification, research, relationship building and submission through to securing a grant and providing feedback reports on impact as required.
- Developing and managing successful relationships, internally and externally

Skills

- Strong written and verbal communication skills
- Research skills
- Networking skills
- Presentation skills
- Organisational skills
- Creative thinking
- Working collaboratively
- Ability to work on own initiative
- IT skills (including word, excel, powerpoint)

Other

- Knowledge of relevant regulatory requirements
- Support the aim and principles of Your Sanctuary
- Commitment to equal opportunities and impact of this on our service
- Commitment to issues of confidentiality
- Ability to work flexible hours as and when needed
- Ability to drive and own a reliable car

It is important that the post holder has the required personal attributes and holds values and ethics in line with those held by the organisation; therefore an applicant with the willingness to learn and be flexible may still be considered if they have qualities which do not directly match all of the above criteria.

Please note that your Sanctuary will require a DBS check for this post and candidates must also satisfy the interview panel that they have an objective distance from any personal experience of violence/abuse.