

Job Description

Job Title:	Trusts Fundraiser
Responsible to:	Head of Fundraising
Location:	Raystede Centre for Animal Welfare
Grade:	Grade E.1

Background information

Raystede Centre for Animal Welfare was established as a charity in 1952. We now have a 43-acre site, and we care for over 2,000 animals a year, rehoming 1,655 animals last year and providing sanctuary to even more. We are one of the most diverse rescue centres in the UK because we care for so many different species of animals. Our services and activities include the Peaceways pet crematorium, our teams of veterinary and animal care staff, education & learning activities and our commercial and visitor operations.

The Fundraising team generates income for Raystede through donations, legacies, events, and many other sources and activities. The Trusts Fundraiser works to create inspiring and engaging proposals and generate core and restricted income from a variety of Trusts, Foundations, and grant-making bodies. The Trusts Fundraiser will develop the established trusts pipeline and work with colleagues from across the charity to identify and secure funding for various activities and projects.

Main Purpose of the role:

- To secure financial support for Raystede from Trusts, Foundations and grant-making bodies.
- To research and write compelling applications, proposals and cases for support.
- To further develop the prospect pipeline through ongoing research.
- To provide excellent stewardship to supporting grant-making bodies.

Key Tasks

Report Writing

- Research, write and submit engaging, tailored funding applications to grant-making funders in a timely manner.
- Liaise with Trusts regarding application criteria and timelines to maximise the possibility for successful applications.
- Report back on project funding to the funding body according to the funding conditions.
- Provide reports, for internal meetings and the Head of Fundraising as required.
- Build and maintain relationships with key trusts.

Strategy and Planning

- Implement a strategy to build and review the prospects pipeline of to ensure a consistent income stream throughout the year and future growth opportunities.

- Awareness of funding rounds; strategic planning and decision making to maximise opportunities based on existing and future funding needs.
- Work with trust administrators to agree on a new funding plan if the project requirements have evolved between the application and grant award.
- Identify and develop new processes to support the expansion of the Trust Fundraising area..
- Keep up to date with legislation as well as trust fundraising and stewardship trends.

Research

- Research and develop cases for support for a wide range of core costs and project funding proposals.
- Work with colleagues to secure accurate costings for funding proposals.
- Work with colleagues to develop the Trusts pipeline through regular prospect research.,

Stewardship

- Keep up to date with stewardship activities to maximise funder engagement.
- Build and maintain relationships with Trusts, Foundations and grant funders.

Database and Compliancy

- Ensure that all relevant activity is accurately recorded on the database (Access ThankQ) including key contacts, email and post correspondence & phone calls, applications and invitations.
- Develop a hands-on understanding of our fundraising database and how funder details are stored and used.

Other

- Stay up to date with the Trusts sector trends.
- Assist with and attend events and meetings as required.
- Work closely with the team to ensure all activity and messaging is integrated.
- Prepare a Trusts income and expenditure budget every year.
- Represent Raystede to key external stakeholders and trust trustees at events.
- Maintain and develop positive relationships with all stakeholders including Raystede volunteers, colleagues across the charity and the Trustees.

General

- Maintain a caring, professional and efficient approach in all communications about the charity.
- Fully engage with regular one-to-one and team meetings, appraisals, learning & development opportunities.
- Take responsibility for ensuring own health and safety and that of others. Report any health and safety risks to your manager.
- Work within the policy framework of Raystede Centre for Animal Welfare and adhere to the terms laid out in the employee handbook.
- From time-to-time carry out other general duties as may reasonably be required by the Fundraising Partnerships Manager, Head of Fundraising, and/or Chief Executive.

Key Working Relationships

- **Fundraising Development Team** - work closely with colleagues in immediate team to share cases for support and project insights to maximise fundraising opportunities. Contribute to the team plans and strategy. Regularly liaise with the team to understand fundraising needs, priorities and strategy for securing funding from all sources.
- **Wider Fundraising Team** – contribute to the team plans, update on Trusts activity and working with colleagues to identify supporters with connections to trusts.
- **Database Fundraising** – work with the Individual Giving team to ensure that donor data is captured, recorded and processed quickly.
- **Grant making bodies:** able to network, inspire and influence. Can manage funding bids and expectations as well as resolve any conflicts effectively.
- **Senior Raystede Stakeholders** – works effectively with the Senior Management Team, staff and trustees to develop pipeline.
- **Marketing** – work with the Marketing team to develop materials and planned activities as relevant, e.g. social media activity to acknowledge a grant.
- **Finance** – work with finance to monitor donations pledged; ensure correct coding of Trusts income.

Scope and Accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • Research and evaluate each prospective Trust, making funding decisions autonomously to maximise potential funding success based on Trust criteria and Raystede funding needs and long term plans. • Decision making on timing and projects – strategic planning of when and what project to apply for, looking at longer term funding goals within the considerations of Trusts funding cycles.
Financial resources	<ul style="list-style-type: none"> • Responsible for an income target of up to £200k and an expenditure budget of up to £3k. ?????
Material assets	<ul style="list-style-type: none"> • NA
Information and communication resources	<ul style="list-style-type: none"> • Accurately represent Raystede’s work throug report writing. • Collate and use data precisely to present Raystede positively in all applications. • Responsible for inputting data on to database. • Sets up and agrees data processing, coding, report and KPI briefs with the Fundraising Database Manager.????? • Writes individual presentations and communications; drafts invitations and tailored communications from senior Raystede stakeholders. • All marketing activity to be signed off by Head of Fundraising and Head of Marketing. • Able to persuade and influence people at senior levels to take action in support of Raystede.
People management	<ul style="list-style-type: none"> • Volunteers

Legal, regulatory and compliance responsibility	<ul style="list-style-type: none">• Code of Fundraising Practice
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Person Specification

	Essential	Desirable
Education and Qualifications		
Knowledge and Experience	<ul style="list-style-type: none"> • 2-3 years fundraising experience; or experience of producing tender or sales documents; or report writing and evaluation in a professional capacity. • Experience of meeting significant activity, business or income targets. • Empathy for and knowledge of the issues regarding domestic animals in an animal welfare charity. • Experience of good record keeping and administration. 	<ul style="list-style-type: none"> • Experience of applying to Trusts, Foundations or Statutory Funders. • Experience of capital appeals • Experience of writing cases for support • Experience of developing relationships in a professional capacity. • Understanding of charity related legislation and fundraising codes of practice. • Good knowledge of data protection.
Key Skills and Abilities	<ul style="list-style-type: none"> • Excellent written communication and presentation skills • Able to writing inspiring and persuasive cases for support tailored to match Trust Funders requirements • Able to understand, interpret and present data in a factual and compelling manner. • Good at identifying and pursuing opportunities. • Excellent numerical skills able to interpret and analyse financial information. • Strong organisational and administrative skills – able to plan and manage own time to meet goals and deadlines. • Able to reflect on and evaluate own work. • Target and results orientated. • Enjoys working with others and good at building working relationships with colleagues. • Strategic thinker; ability to see the bigger picture. • Good IT skills including CRM databases, and MS Office applications. 	<ul style="list-style-type: none"> • Experience of data analysis, database research and interrogation • Experience in budget management and projections.
Personal Attributes	<ul style="list-style-type: none"> • Organised and efficient, with good attention to detail, and the ability to forward plan. • Works collaboratively with colleagues. • Proactive and self-motivated with the ability to think creatively. • A positive outlook and a “can do” attitude. • Dedication, commitment and tenacity. • Empathy and understanding of the love for animals. • A commitment to equal opportunities and anti-discriminatory practice. 	

Other	<ul style="list-style-type: none">• To have a flexible approach to working hours.• Availability of own vehicle for work use and in possession of a current, clean driving licence.
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**Fundraising Department
Structure**

