

# Job Description



<b>Title:</b>	<b>Trusts, Grants &amp; Major Donor Fundraiser</b>
<b>Contract:</b>	Full Time, 37.5 hours per week (part-time and flexible working requests will also be considered)
<b>Responsible to:</b>	Head of Fundraising
<b>Salary Band:</b>	£36,000 - £41,000 (dependent on skills and experience)
<b>Location:</b>	Hybrid working - minimum of 2 days a week in our Central London office (this will increase around event time and will require occasional evening work).
<b>Annual Leave:</b>	Starting at 22 days per annum, plus Bank Holidays, plus two days for Rosh Hashanah and one day for Yom Kippur should they fall on weekdays.

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This is an exciting opportunity for an experienced, driven fundraising professional to join our small but dedicated team, helping to develop our current fundraising activity to reach our ambitious fundraising income targets. We are currently at the start of developing our new income strategy for increasing and diversifying our income and it is an opportune moment to join the team in this newly created position.

Reporting to the Head of Fundraising, the post-holder will be responsible for developing and managing relationships with Trusts and Foundations, major donors and prospective donors to secure funds so the Trust can continue our vital work across the country.

We are seeking an enthusiastic, self-motivated and target orientated individual, who is passionate about our work and relishes the challenge of growing our non-statutory income (over £2 million annually) further whilst building relationships internally and with stakeholders.

Working closely with the fundraising team, senior managers and senior volunteers, and the wider HET team, you will be proactive and a great team player. However, you will be equally happy to work autonomously with proven success to secure donations, identify new opportunities and deliver compelling and impactful approaches for support.

## **The successful candidate should be able to demonstrate the following:**

- Experience producing high quality, tailored Trust and Foundation applications including researching, planning, reporting, and seeing through to completion.
- Experience of research and preparing reports for donors or other stakeholders.
- Highly developed writing skills, with the ability to write in a compelling and accessible manner.
- Donor Stewardship experience and proven ability to cultivate and maintain positive relationships with high net-worth individuals and stakeholders in general.
- Confident using CRM databases (preferably Raisers Edge or similar).
- High-level working knowledge of Word and Excel.
- Exceptional communication skills to deliver fundraising ideas and project updates to a range of audiences in a clear, inspiring, and confident way.
- Highly organised with the ability to prioritise workload effectively and excellent attention to detail.
- Numeracy skills with the ability to analyse reports and budgets.
- Strategic thinker, able to adapt and be resilient.
- Knowledge of the Third Sector and other fundraising areas including Corporate and Legacy.

## **During your time with us you will:**

### **Trusts & Foundations**

- Secure donations from trusts and foundations to meet annual income targets.
- Manage relationships, reporting, and application cycles for Trusts and Foundations ensuring excellent stewardship of all grants.
- Research and identify potential funders or prospects for new applications and establish a pipeline of potential approaches to grow the number of grants.
- Write quality, detailed applications and reports that effectively demonstrate impact in engaging and compelling ways.

- Monitor grants requirements and compliance, ensuring accurate reporting to funders and all records are maintained accurately on our database.
- Work with the finance team to prepare budgets for applications and reporting.
- Work collaboratively with the Education team and other colleagues to identify projects suitable for prospective funders, develop measurable objectives and ensure understanding of the programme/activity.

### **Major donors and prospects**

- Research and identify prospective funders and alternative funding sources.
- Prepare donor or prospect research briefs for senior volunteers and senior managers including due diligence checks on current and potential donors.
- Develop engaging supporter stewardship plans and Legacy pipelines to build relationships with our supporters.
- Deliver legacy campaigns and provide information to prospect legators.
- Engage with corporates and organisations to increase sponsorship opportunities and partnerships.
- Craft compelling communications for supporters and ensure all donors are thanked and acknowledged promptly for their giving.
- Build internal and external relationships including donors, table hosts and committee members.

### **Events**

- Assist with coordinating the annual Appeal Dinner, maximising fundraising opportunities and secure income from corporate advertisers and individuals for the brochure.
- When required, support in the organisation and delivery of fundraising events.
- Develop ideas for new fundraising campaigns, initiatives and events to grow income and cultivate new donors.

### **General**

- Work collaboratively with the Fundraising team on current and future fundraising strategy and activities to shape fundraising priorities.
- Work with the wider team to understand current and future projects and identify any potential funding gaps.
- Help prepare fundraising reports and provide information for the Fundraising Committee meetings.
- Help to ensure the database is kept up to date and maintained.
- Comply with relevant legislation with regards to data protection including General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### **Like the rest of the team, you will also benefit from:**

- Flexible working
- A generous annual leave policy including an office closure between Christmas and New Year.
- Enhanced Parental leave packages for employees with more than eighteen months service
- Pension
- Private medical insurance
- Sick Pay, Income Protection and Life assurance policies
- Employee Assistance Programme
- Season ticket loans

### **Next Steps:**

To apply, interested candidates should send a CV and cover letter to [recruitment@het.org.uk](mailto:recruitment@het.org.uk).  
If you would like to discuss the role before applying, please contact [Frankie.stanton@het.org.uk](mailto:Frankie.stanton@het.org.uk).  
Applications will be reviewed on a rolling basis with a closing date of **9am Tuesday 27<sup>th</sup> August**.

### **Please Note:**

All applicants must be eligible to work in the UK at time of application.

The Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Therefore, all applicants will undergo strict vetting procedures and safeguarding checks before appointment and relevant pre-employment checks (this includes but is not limited to: DBS checks, qualification checks, reference checks and identity checks). This role involves regulated activity relevant to children, therefore it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.