

## Job description

SECTION A – GENERAL INFORMATION	
<b>Job Title</b>	Trusts & Grants Fundraiser
<b>Salary</b>	£32,000-£35,000
<b>Department/Function</b>	Fundraising Department Lead the Development and implementation of the Trusts & Grants Fundraising Strategy
<b>Location</b>	Camden, London
<b>Duration (If Applicable)</b>	Permanent
<b>Working Arrangements</b>	Full time
<b>Responsible for:</b>	N/A
<b>Accountable To:</b>	Director of Fundraising, Marketing & Communications
<b>Work Closely with:</b>	Fundraising Team, Programmes Team, Trustees and Committee Members

## SECTION B – ROLE

### Summary of Role

This role is solely responsible for raising the annual income target from Trusts and Foundations. With the support of the Director of Fundraising, Marketing & Communications, the post holder will maintain and manage stakeholder relationships with existing and regular supporters, as well as develop a strategy for identifying, cultivating and soliciting gifts and grants from new Trusts and Foundations.

### Areas of Responsibility

*(This section is divided into Core Functions and Specific Functions).*

**Note: Within the boundaries of the role description, new projects and work areas may be incorporated into the role over time or as the role develops.**

- Develop the strategy for generating income trusts and foundations – maintaining and developing the pipeline and regularly reporting on progress and future planning.
- Conduct thorough research of funding opportunities, identifying the funder's motives and requirements. Undertake regular reviews of past and existing supporters as well as identify new sources of potential funding.
- Write tailored, well considered and compelling applications for support resulting in ongoing, long term committed giving.
- Work closely with all departments, especially the Programmes and MarComms Teams, to develop relevant case studies or project proposals.
- Initiate, develop and manage relationships with key stakeholders of trusts and foundations, acting as their key contact within Variety, including providing timely reports on our use of grants allocated. (this will include communication via telephone, face to face meetings and visits/ presentations to beneficiaries).
- Track and time plan applications throughout the year to meet trust committee deadlines thus ensuring a continuing income stream.
- Manage a portfolio of existing supporters developing or maintaining long-term giving.
- Develop internal stakeholder relationships, in particular the Programmes Team to identify funding needs and opportunities, as well as Trustees/ Committee members who may hold key relationships with existing or potential funders.
- Prepare an annual phased income budget and monitor progress.
- Maintain accurate records of applications, outcomes, and activity with trusts and foundations on Variety's CRM database (NAV).
- Organise/ coordinate presentations to funders where appropriate to recognise their support and engage them with Variety's work.

	<ul style="list-style-type: none"><li>• Encourage and advise Variety's Regional Fundraisers to make applications to trusts and foundations local to them.</li><li>• Act as an ambassador for Variety at all times and take on this duty when required at events.</li><li>• Support and volunteer at Variety fundraising events where necessary.</li><li>• Support the team in achieving the overall fundraising target as well as the wider organisation in achieving its goals by actively participating in meetings, discussions and decisions.</li></ul> <p><i>'It is the responsibility of employees to apply the Variety's Equal opportunities Policy and the Health &amp; Safety Policy in their own area of responsibility and in their general conduct.'</i></p> <p><i>'You may, with reasonable notice, be required to work at any of the Variety sites.'</i></p>
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# Person Specification

SECTION C – PERSON SPECIFICATION	
<b>Essential Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experienced and successful Trust Fundraiser with experience in a similar role</li> <li>• Proven track record of significant income generation in excess of £300k p/a through trusts and foundations;</li> <li>• Proven track record of prospect research, identifying funding opportunities;</li> <li>• Exceptional research, administrative and both written and verbal communication skills;</li> <li>• Articulate, assertive but diplomatic;</li> <li>• Ability to think both creatively and strategically;</li> <li>• Proven track record of successful donor management;</li> <li>• Ability to manage multiple projects and tight deadlines and do so autonomously;</li> <li>• Ability to maximise income through accurate matching of applications to project/ propositions;</li> <li>• Sound understanding of the charity sector and market trends;</li> <li>• Experience of forecasting income and managing a budget;</li> <li>• Experienced user of fundraising databases;</li> <li>• Proven ability to demonstrate initiative;</li> <li>• A strong team player who is willing to support colleagues and the wider organisation.</li> </ul>
<b>Desirable Knowledge, Skills and Experience</b>	Relevant qualifications in Fundraising

Variety, the Children’s Charity, is committed to the principle of equality regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability. We will apply employment policies that are fair, equitable and consistent with the skills and abilities of our employees and the charity. It is the responsibility of employees to apply Variety’s Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The post holder will be expected to contribute to the overall aims of Variety by assisting in the co-ordination and administration of any activities related to the charity. The post holder will have the opportunity to work as a volunteer on many of Variety’s major events and will be expected to work together with Variety staff and volunteers in the generation of ideas and initiatives that will contribute to the growth and development of the Charity.