



Trusts and Foundations Fundraiser

Role Description

Closing Date for Applications: 10th June 2022

Hours: 20 hours per week

Based at: Ripley Carers Centre

Salary: £20515 pa - £22626 pa (Pro Rata)

Start date: From 1st July 2022

POSITION: Trusts and Foundations Fundraiser

REPORTS TO: Chief Executive

RESPONSIBLE FOR: Researching and mapping potential trusts and foundations. Preparing and submitting quality funding applications. Inspiring the local community to support our Charity by raising funds through sponsorship and events to support our vital work.

DIRECT REPORTS: Fundraising Volunteers

OFFICE BASE: 3 Park Road, Ripley, Derbyshire, DE5 3EF

OVERALL OBJECTIVE:

This is an exciting opportunity for an ambitious and enthusiastic fundraiser to join our passionate team. You will develop our community fundraising, supporting those who fundraise for us, growing our pool of individual donors and responding to fundraising opportunities from corporate organisations. You will be working with the CEO and Leadership Team across a variety of exciting projects and services. These include Derbyshire Young and Adult Carer services and Nottinghamshire Engagement and Promotion service. We are keen to support the successful candidate with their learning and professional development.

MAIN RESPONSIBILITIES:

Research

Researching charitable trusts to identify trusts to apply to and evaluate their funding criteria and application requirements.

Researching statutory funds available that support our strategic vision and operational plan.

Applications to Trusts and Foundations

Sharing with the team where funding opportunities are identified, the timescale and potential for support.

Liaising with the Leadership Team to identify specific projects, create project plans and identify funding sources.

Creating strong and compelling applications to trusts and foundations that evidence need and potential impact.

Community Fundraising

Enthusiasing the local community to support our charity by participating in sponsorships and events.
Optimising the use of online fundraising platforms, e.g. Just Giving and Facebook.
Develop partnerships and relationships with community groups and local businesses that generate sustainable income for DCA.
Plan, deliver, support and evaluate occasional in-house fundraising events.
Manage, design and deliver legacy marketing campaigns.

Administration

Maintaining monitoring and recording systems, ensuring on-going analysis of performance and compliance with all regulatory bodies.
Ensuring due diligence is completed to a high standard and within timelines.
Updating the Finance Team of successful grant applications to ensure payments are tracked appropriately.
Following steps to ensure compliance with professional good practice in terms of fundraising law, GDPR and the Fundraising Regulator as well as DCA policies.

Communications

Drafting regular content for use in local media, on websites and social media channels to raise awareness and support for community fundraising.
Creating a database and building relationships with donors, ensuring they regularly receive updates on how their donations have helped Adult and Young Carers.
Helping to identify interesting and engaging fundraiser stories for potential media and promotional use.
Acting as a positive and enthusiastic Ambassador for Derbyshire Carers Association (DCA) at all times.

Other

Take an active role in contributing to the fundraising plans and strategy for DCA.
To undertake such other tasks as may be allocated from time to time. Undertaking any appropriate work as delegated by the Senior Management Team or CEO.

Experience

- Experience and evidence of successful fundraising from Trusts and Foundations
- Evidence of fundraising success, increasing funding from existing donors, and opening up new sources of income
- Experience of using a database to manage funder details, application and update programmes and reporting on results
- Experience of writing engaging copy, interviewing beneficiaries and creating a compelling case for support
- An understanding of Carers issues and the impact of care giving

Skills and abilities

- Excellent presentation skills
- Excellent writing skills including attention to detail and an ability to develop a clear case for support
- Excellent verbal and written communication skills
- Excellent IT skills



- Ability to manage projects and work streams to achieve important deadlines, and deliver against commitments
- Understanding and empathy of the issues the charity
- Ability to work independently and use own initiative

