

Trusts Fundraiser

Job description and person specification

Job Title: Trusts Fundraiser
Reporting to: Head of Fundraising
Hours: 37.5hrs
Location: BRACE Charity Office at Southmead Hospital, Bristol BS10 5NB. (Hybrid working - minimum 2 office days)

OBJECTIVE: To increase revenue from fundraising through trusts, foundations and other grant-giving organisations.

ROLE: The Trusts Fundraiser will be a member of a dynamic team of committed and passionate individuals working together to raise the profile of dementia research. The main purpose of this role is to secure funding from Trusts, Foundations and grant-giving organisations to enable BRACE to continue funding vital dementia research.

Reporting to the Head of Fundraising, the post holder will produce high-quality, tailored applications, maintain excellent relationships with funders through effective and timely reporting and thoughtful stewardship, and ensure that all sources of potential income are explored to create new opportunities for dementia research.

KEY TASKS:

Responsibility	Includes
Trusts & Foundations	<ul style="list-style-type: none"> • Developing and maintaining a strong portfolio of potential funding sources through in-depth prospect research and writing high-quality, tailored funding applications. • Building strong, long-term relationships with funders through regular communication, timely reporting, and stewardship and cultivation activity. • Working closely with colleagues across the charity to understand our funding needs and develop strong cases for support. • Producing high-quality reports for funders to demonstrate the impact of their contributions and nurture ongoing support. • Lead on the charity's trust donor engagement strategies including the creation of bespoke content, collateral and targeted stewardship activity. • Keep up to date with developments and relevant issues in trust and grant fundraising, charity funding and the wider voluntary sector. • With fundraising and communications colleagues, report quarterly on activity to the Board of Directors.

Additional tasks:

- Assisting the Head of Fundraising and other colleagues with charity-wide development initiatives.
- Attending meetings and events as required both during and outside normal office hours, including Let's Talk Dementia.
- Carrying out any other duties compatible with this post as directed, from time to time, by the CEO.

This list is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Person specification

Essential

- Exceptional written and verbal communication skills with the ability to tailor messaging to different audiences.
- Excellent attention to detail, with good copywriting and proofreading ability.
- Experience in creative proposal writing and the ability to demonstrate clear outcomes and impact.
- Excellent understanding of how to research and write funding applications to trusts and foundations.
- Good research skills with experience in identifying quality new business leads.
- Highly capable of working to tight deadlines to meet targets.
- Good research skills with experience in identifying quality new business leads.
- Proven ability to form good working relations, both internally and externally with people at all levels.
- Excellent IT literacy.
- Excellent planning, time management and organisational skills.
- Willingness to work flexibly in order to adapt to the needs of supporters and the charity.
- Able to work unsupervised and independently from home and on the road.
- Innovative and keen to find solutions to problems.
- Strong interpersonal skill set with the ability to be persuasive.

Desirable

- Experience of, and have demonstrable success in, trusts and foundations fundraising.
- A self-starter with initiative.
- Empathy with the cause that BRACE represents (a knowledge of dementia and research is not essential, as information and informal training will be provided)
- Experience using Blackbaud Raisers Edge NXT.