



**POST:** **TRUSTS & FOUNDATIONS FUNDRAISING OFFICER**

**DEPARTMENT:** Fundraising

**RESPONSIBLE TO:** Head of Fundraising

**ACCOUNTABLE TO:** Chief Executive

**KEY RELATIONSHIPS:** All members of staff, volunteers, residents and their families. Relevant peer groups around beneficiaries, current and potential Trusts & Foundations, corporate, lottery & statutory funders.

### **Introduction**

The competencies listed below are those that the jobholder is expected to demonstrate immediately on taking up the post. They constitute the minimum standards of performance. They are not intended to be exhaustive and the jobholder will be expected to constantly enhance and add to their competence.

The jobholder's progress will be monitored and assessed against these competencies, and any further outcomes derived from key targets and performance indicators.

### **Main job description:**

- As guided by the Head of Fundraising, to continue an established trusts and foundations fundraising programme, including writing cases for support to small and large trusts, researching potential new trusts and foundations, identifying appeals against trust criteria and coordinating visits from trust representatives
- To work towards set income targets for trusts and foundations fundraising
- Utilise Donorflex database to manage the trusts & foundations applications process
- To research and apply to new trusts and foundations
- To research and reapply to previously successful & unsuccessful trusts each month
- Apply to corporations, lottery and statutory funders
- Write and update cases for support
- To liaise with service delivery staff to obtain accurate information for appeals, updates and reports
- To ensure that each month reports and updates due to trusts and foundations are identified and submitted within the agreed timescale
- To meet with or host visits from representatives from trusts
- To lead capital appeals which may happen, with support of the Head of Fundraising
- To work with the Marketing & PR Officer to highlight opportunities for publicity relating to donations from trust & foundations and to ensure that the website is kept up to date with trust and foundation news
- To ensure donations from trusts & foundations are acknowledged appropriately in the Care for Veterans newsletter, annual review or Care for Veterans noticeboards

- To report to the Head of Fundraising on a monthly basis on the number and value of applications sent each month

**General:**

- To keep up-to-date with the Donorflex database and be able to input and update records and run off reports as and when needed (training will be given)
- To act as a fundraising ambassador within all groups and sectors, to be professional and communicate with enthusiasm, credibility, conviction and knowledge
- To ensure that all appeals and applications are consistent with any changes
- With the Head of Fundraising, regularly assess and evaluate relationship effectiveness in terms of potential income streams
- Ensure that fundraising procedures are followed and that meetings and other diary activities are recorded and updated appropriately, whilst ensuring that colleagues are made aware of diary dates, visits and deadlines associated with your work
- To work within the terms established by GDPR and understand data protection and charity law as it relates to our supporters
- To attend and participate in scheduled department meetings, as required, and attend any annual events which need the participation of the whole fundraising team (time off in lieu will be given)

**Organisational Competencies**

The following organisational competencies are applicable to all employees working at Care for Veterans.

**1 Budget Management and Resource Control**

- \* Use available resources appropriately
- \* Identify and reporting shortages
- \* Suggest measures which would make more effective, efficient and economical use of resources

**2 Developing teams, individuals and self**

- \* Identify individual learning needs and undertake required development plan
- \* Actively participate in the appraisal (IPR) process
- \* Provide feedback to Line Managers where there are difficulties

**3 Planning, Allocating and Evaluating work**

- \* Undertake agreed activities in line with departmental objectives
- \* Contribute to the review process by providing feedback on work activities

**4 Recruitment and Selection**

- \* Contribute to the orientation of new staff

**5 Managing Change**

- \* Remain open and receptive to change
- \* Work with others to implement change
- \* Take part in the evaluation of change

## **6 Data Protection**

Adhere to legislative requirements by ensuring the compliance of oneself and others

## **7 Health and Safety**

Adhere with legislative requirements by ensuring the compliance of self and others

## **8 Disability Awareness**

- \* Acknowledge and value the contributions of all residents
- \* Display an understanding of the needs of individuals with a disability
- \* Respect the privacy and dignity of all residents at all times

## **9 Communication**

- \* Ensure that all written documentation is legible and accurate
- \* Ensure that verbal explanations are clear and accurate
- \* Ensure that you present in a friendly and helpful manner in all communications and interactions
- \* Actively participate in the team briefing process
- \* Minimise jargon and abbreviations
- \* Actively listen to others views before expressing own views
- \* Share relevant information with appropriate colleagues

## **10 Organisational Awareness**

To demonstrate motivation, commitment and critical awareness of their role, and that of their team members by:

- \* Promoting good practice to achieve the aims and objectives of the organisation
- \* Being positive about the organisation and its vision
- \* Attending all mandatory training as stipulated by the organisation
- \* Being aware of and adhering to all organisational policies and procedures

## **11 Personal Awareness**

- \* Demonstrate appropriate behaviour in stressful and difficult situations
- \* Display an awareness of your own capabilities and areas for improvement
- \* Initiate and participating in the change management processes

## **12 Teamwork**

- \* Recognise and value individual team members
- \* Display sensitivity to others' feelings and needs
- \* Acknowledge and uphold equal opportunities for all team members

This summary represents an outline of the major components of the job and is not intended to be exhaustive. It may with consultation be subject to additions and amendments from time to time as the need arises and therefore, in addition to the duties and responsibilities

listed, the job holder is required to perform such other duties as might be reasonably required.

I have read, understood and accepted the duties and responsibilities outlined in the above.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_