# Role Description

**Position:** Trust and Foundations Fundraiser

**Hours**: 35 hours per week to include occasional evening and weekend

 work to suit the business needs of the role

**Salary**: £27,000 to £34,000 per annum.

**Location:** Home worker - Zoe’s Place Baby Hospice Coventry

**Reporting to:** Head of Fundraising

**Responsible for:** Supporting the delivery of Zoe’s Place overall income generation strategy,

by researching, applying, record keeping and reporting to a portfolio of trusts and

 foundations to deliver long term sustainable income growth for the Trust.

**Overview**

We’re incredibly proud of our hospices. We provide respite, palliative and end of life care to babies and children from birth to five years old with life limiting or life-threatening illnesses, with our team of specialist nurses offering round-the-clock care and support. We’ve created a safe, caring and fun place, where parents know that their child will receive the best care possible - a home away from home. In order to continue with our specialist work, we need to ensure the charity continues to raise the funds we need.

All job offers are subject to satisfactory DBS check, references and pre-employment checks.

# Key Responsibilities

**Account manage the trust and foundations fundraising function**

* Contribute to the maintenance of a comprehensive database for both hospice sites of all relevant grant giving trusts and keep up with changes in the sector.
* Develop and write applications and bids to a wide range of funders as required.
* Work with Head of Fundraising and fundraising colleagues to ensure all funding opportunities are maximised
* Manage and develop relationships with new and existing funding partners.
* Work collaboratively with Director of Clinical Services, clinical teams and finance to prepare bids and reports.
* Ensure funding partners receive timely and appropriate information about the progress and outcomes of projects including written reports and evaluation in accordance with requirement.
* Responsible for delivery of income targets.

**Networking and Representation**

* Ensure excellent relationships are maintained with current, past and prospective funders so the Zoes Place Trust name is associated with honesty and high standards of service delivery.
* Organise visits and tours for trustees if requested to both Middlesbrough and Coventry sites.

**Administration and pipeline**

* Use our fundraising CRM and in line with GDPR to ensure accurate and timely record keeping allowing for good stewardship.
* Working with an income pipeline / tracker to ensure accurate and timely financial forecasting, identifying risk to income and mitigating accordingly.
* Ensure activities comply with current law, guidance and best practice of the Fundraising Regulator.
* Support and cover for other members of the fundraising team when required.

**General and Additional Responsibilities**

* The post holder will be required to work occasional evenings and weekends to meet the business needs of the role for which time off in lieu will be agreed.
* To comply with all Hospice policies, including but not limited to GDPR compliance, confidentiality and Health & Safety.
* Carry out any other reasonable duties as requested by the Head of Fundraising.
* This job description sets out the key task and responsibilities of the post and is not intended to be comprehensive. It is essential that it is regarded with a degree of flexibility to meet the changing needs of the organisation and general business need.

# Person specification

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| Values | Essential/Desirable |
| Unwavering commitment to openness, honesty and transparency | E |
| Experience |  |
| Excellent written communication skills, with experience tailoring for a variety of purposes and audiences   | E |
| Excellent verbal communication and presentation skills  | E |
| Experience of stewarding fundraising or business relationships  | E |
| Excellent relationship building skills  | E |
| Experienced of managing an income pipeline and risk mitigation  | D |
| Skills and knowledge |  |
| Up to date knowledge and understanding of Fundraising Regulator Codes of Fundraising Practice  | D |
| Be a member of the Chartered Institute of Fundraising Practice   | D |
| Personal |  |
| Full driving license, access to a car and able to travel to meetings and events | E |
| Enjoys working collaboratively and takes responsibility for delivering on their part of the plan. | E |
| Passionate, enthusiastic and strives to be the best they can. | E |
| Team player with a positive ‘can do’ attitude | E |

# Benefits

* Salary of circa £27,000 to £34,000 per annum.
* 5% salary employer pension contribution p/a.
* 27 days annual leave plus all statutory English bank holidays. Hospice closure between Christmas and New Year (annual leave allowance must be used).
* Mileage paid at 45p per mile for business miles
* Free, on-site parking.
* Employee assistance programme and free counselling for employees and their family members (limited availability).
* Death in service benefit after six months of service.

\*All relevant benefits will be pro-rata if the appointment is for a part-time post.