

**Job description**

**Job title** **Trusts & grants fundraiser**

**Job summary** To contribute to SeeSaw’s sustainability by maximising income through a planned programme of trust and grant fundraising

**Responsible to** **The Director**

**Accountable to** **The Board of Trustees**

**Salary scale** £28,000 to £30,000 fte, depending on skills and experience, for 10 hours per week.

**Specific duties**

* Identify and research potential trusts and grant making bodies
* Compile an annual calendar of applications and reports
* Prioritise applications which will most reliably generate the most money to optimise the value from the time spent.
* Write persuasive grant applications in line with SeeSaw’s values, priorities and fundraising strategy
* Work with the SeeSaw team to understand the service, the ethos and the organisational objectives
* Work with the Finance Manager to understand how best to cost SeeSaw’s activities for applications
* Record grant conditions and ensure they are being met,
* Report back to funders on deliverables, outcomes and impacts
* Build and maintain relationships with existing and potential supporters, including social media activity as a grant condition
* Maintain good working relationships with SeeSaw staff, supporters and Trustees in order to harness contacts and networks which will assist applications.
* Work closely with the other members of the fundraising team to ensure that messages are aligned, and contacts are shared.
* Produce quarterly reports for the Trustees’ Fundraising Subgroup meetings
* Keep up to date with fundraising regulations and best practice and ensure all work is undertaken within the framework of the Fundraising Regulator’s Code of Fundraising Practice.
* Contribute to reviewing and planning of fundraising income, budgets and strategy
* Assist the Director with the writing and implementation of fundraising policies and procedures
* Attend regular team and department meetings and any events relating to the work of SeeSaw as required.
* Undertake any other reasonable tasks related to the aims of the service and contributing positively to the overall work of SeeSaw.

**Trusts and Grants Fundraiser**

**Person Specification**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| **Experience and qualifications*** Experience of writing trust and grant applications for third sector organisations
* Track record of successful income generation through trust and grant applications
* Awareness of fundraising challenges faced by charities
* Ability to engage and network effectively
 |  |
| **Skills & knowledge*** Good literacy and numeracy
* Excellent written and verbal communication
* Excellent interpersonal skills
* Strong IT and organisational skills
* Good time management, able to work to deadlines and determine and focus on priorities
* Good attention to detail and high level of accuracy
 | * Familiar with using CRM database
* Familiar with Beacon and Donor Strategy databases
 |
| **Personal Qualities*** Approachable, flexible and collaborative approach to teamwork
* Self-motivated and able to work independently
* Emotionally resilient
* Able to make and sustain good working relationships
* Energy and enthusiasm, and commitment to SeeSaw.
 | * Flexibility in terms of hours and location
 |