

I CAN Job Description

Job Title: Trusts Fundraiser

Reporting to: Head of Trusts & Statutory Fundraising

Location: Central Office, London

Job Purpose

- To support the Head of Trusts and Statutory Fundraising (Head of T&S) in implementing the team strategy to raise income from grant makers.
- To build relationships with these funders and raise income from them through written propositions, face to face solicitation, events etc.
- To maximise all income opportunities by working in collaboration with the wider fundraising team, project teams across the organisation and voluntary leadership.

SPECIFIC RESPONSIBILITIES – TRUSTS & STATUTORY FUNDRAISING

- Assist Head of T&S in implementing the strategy for recruitment and development of trusts and statutory funders.
- Research new trusts and statutory funding opportunities.
- Identify and develop relationships with trust funders and their networks, identifying and servicing their needs, working in collaboration with others within I CAN to meet these needs.
- Develop new compelling propositions and bids, in collaboration with others, which will meet the criteria of funders.
- Collaborate with the wider Philanthropy team and others within I CAN to help identify and materialise new fundraising opportunities.
- Carry out all day to day administration associated with the allocated portfolio of trusts, for example processing gifts, recording on database etc.
- Build and maintain knowledge and expertise on trends, developments and techniques in the UK fundraising marketplace in order to assess and develop new fundraising opportunities.
- In collaboration with relevant colleague(s), arrange and conduct visits to project sites with donors and prospect donors as required.
- Complete project work as directed by the Head of T&S.
- In collaboration with the fundraising colleagues, meet targets within agreed expenditure budgets.

PLANNING AND FINANCE

- Contribute to the development and implementation of the Trusts and Statutory Fundraising Strategy, in line with the overall Fundraising Plan.
- In collaboration with the Head of T&S carry out monitoring and reporting against team income/expenditure budgets and produce written monthly and quarterly reports.

DATA MANAGEMENT AND RESEARCH

- Contribute to the development and management of the research and administration systems needed to support the trusts and statutory fundraising programme.
- Ensure fundraising systems and processes to comply with Charity Law, the Data Protection Act and other legislative and organisational requirements.

GENERAL REQUIREMENTS

- Be committed to the overall aims of I CAN.
- Support I CAN fundraising or other events as required.
- Understand I CAN's charitable objectives and be committed to promoting these in all areas of work.
- Contribute to maintaining a culture of quality in all areas of fundraising.
- Provide cover for colleagues as directed by your manager.
- Ensure that all policies and procedures relating to the protection of children in I CAN's services are followed at all times.
- Avoid any behaviour that discriminates against your fellow colleagues or potential employees.
- Safeguard at all times confidentiality of information relating to children, staff and I CAN's work.
- Behave in a manner that ensures the security of I CAN property and resources.
- Abide by all relevant I CAN Policies and Procedures.
- I CAN is committed to safe guarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required.

The job description is subject to regular review and appropriate modification.

**Person Specification
Trusts Fundraiser**

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ Degree or equivalent qualification. 	
Experience	<ul style="list-style-type: none"> ▪ Previous experience in fundraising ▪ Aptitude for developing relationships and securing funds from trusts or other organisations. ▪ Experience of working collaboratively with others, whether on projects, applications, reports or events. 	<ul style="list-style-type: none"> ▪ Experience working in a Children’s charity or the Education sector. ▪ Experience in managing income budgets. ▪ Experience of developing, implementing and monitoring plans.
Skills and Knowledge	<ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills including negotiation and persuasion skills, clarity, tact and the ability to adapt communication to suit audience. ▪ Excellent telephone manner ▪ Accuracy, consistency and attention to detail. ▪ Good organisational skills and the ability to meet deadlines (able to prioritise workload and work efficiently). ▪ Good research skills. ▪ The ability to write proposals and reports ▪ Good working knowledge of Microsoft Office software package. ▪ The ability to work effectively as part of a small, high energy team. ▪ Self-motivated with the ability to use initiative and work independently. ▪ Administrative and record-keeping skills. ▪ Ability to build relationships both within and beyond the organisation. 	<ul style="list-style-type: none"> ▪ Knowledge databases. ▪ Numerate with the ability to build and monitor budgets. ▪ Knowledge of Microsoft Sharepoint.
Other Factors	<ul style="list-style-type: none"> ▪ Committed to the overall aims of I CAN. ▪ Fit to undertake the duties of the post. ▪ Committed to safe guarding and promoting the welfare of children and young people. 	