

JOB DESCRIPTION

POSITION:	Trust Fundraiser
DEPARTMENT	Fundraising & Marketing
REPORTS TO:	Fundraising & Marketing Manager
EMPLOYMENT TERM:	2 year fixed-term contract (subject to extension if future funding is secured)
SALARY:	£27,976 - £31,300 per annum (pro rata'd to £11,190 - £12,520) depending on experience
HOURS OF WORK:	0.4FTE / 14 hours per week (with support for flexible working)
LOCATION	Hybrid - Station Seven in Johnstone and remote work

CREATE PAISLEY

CREATE Paisley (CREATE) is an innovative youth arts charity aiming to reduce loneliness and inequality and support young people to have hope for the future. We do this through providing safe, creative spaces and opportunities for young people in which they can thrive and build positive relationships and gain support from trusted adults.

CREATE runs drop ins, arts workshops, youth voice & participation activities etc., amongst other projects, in partnership with a wide variety of groups across Renfrewshire, and is supported and run by a dedicated team of staff and volunteers.

PURPOSE OF JOB

CREATE has ambitious plans to grow the organisation in line with our vision and local young people's needs and interests. In order to reach these goals, CREATE is looking to develop and grow our income and improve our reach.

CREATE are looking for an individual with a proven background and experience of trust fundraising, success with multiple five figure funding bids and a knowledge of statutory and national lottery funding. The first year of this role is supported by Renfrewshire Council's Cultural Organisations Development Fund (CODF).

The trust fundraiser will:

1. Maintain an up-to-date knowledge of CREATE's current and future activities
2. Develop a targeted trust pipeline to secure unrestricted and restricted income
3. Write high quality and compelling funding bids, proposal and cases for support
4. Develop new and existing relationships with funders
5. Produce updates and impact reports



RESPONSIBILITIES

Maintain an up-to-date knowledge of CREATE's current and future activities

- Maintain strong relationships with colleagues to sustain an up-to-date knowledge of current / future activities, in order to appropriately shape proposals and applications

Develop a targeted trust pipeline to secure unrestricted and restricted income

- Proactively identify fundraising trends & areas of income opportunity
- Research & approach new prospective funders
- Maintain a database of opportunities and progress of applications

Write high quality and compelling funding bids, proposal and cases for support

- Work collaboratively with the Fundraising & Marketing Manager and a Trust Fundraising Consultant to deliver an initial annual trusts target of £300k, with a focus on securing four to six figure donations from charitable trusts & foundations, statutory sources & the National Lottery & other similar major grant givers, identifying suitable prospects.
- Identify and translate project information into compelling fundraising and stewardship materials.
- Oversee the annual delivery of a small-scale mass mailing to small trusts, including research, proposal development, recording and follow up.

Develop new and existing relationships with funders

- Initiate and develop multi-year partnerships between trusts and foundations and CREATE Paisley to deliver challenging income targets.
- Support the development and implementation of an exciting and effective stewardship strategy for major donors, trusts, foundations and grant-giving bodies, including regular touch-points and events to help engage donors.
- Take responsibility for ensuring that all fundraising partnerships with charitable trusts achieve their maximum potential, and that the charity delivers on its commitment to funders.

Produce updates and impact reports

- Maintain regular communication with funders and supporters, keeping them updated on progress of work
- Support the production of detailed and compelling updates and impact reports for current, prior and new donors, and ensure all donors are thanked and stewarded in a timely and meaningful manner.

Other

- Undertake administrative tasks required to ensure the effective running of the department.
- Help to raise the profile of Create through promotion of successful grant applications and relationships via digital and printed avenues
- Ensure effective data management and comply with data protection legislation, ensuring all actions, relationships and communications are methodically logged on CREATE's systems
- Work within the organisation's charitable objectives, vision and values
- Undertake personal skills development, attending relevant training courses and keeping informed of developments and trends in fundraising
- Occasionally carry out additional duties in conjunction with CREATE's charitable objectives

QUALITIES & SKILLS REQUIRED

EXPERIENCE

Initiating and managing relationships with Trusts and Foundations.	Essential
Securing multi-year grants (five or six figure value)	Essential
Developing creative proposals and report writing, with the ability to demonstrate clear outcomes and impact	Essential
Undertaking desk-based research to find and qualify new prospects	Essential
Managing multiple data sources to produce high quality reports & narratives.	Desirable
Using a CRM system	Desirable
Preparing and managing budgets in relation to specific projects or activities.	Desirable

KNOWLEDGE AND SKILLS

Understanding and knowledge of the trusts and foundations sector in the UK.	Essential
Excellent communicator with great interpersonal skills especially utilising written skills across a variety of media and formats	Essential
A high level of accuracy and attention to detail.	Essential
Proven ability to form good working relations, both internally and externally, with people at all levels	Essential
Excellent IT Skills including word processing	Essential
Organisational skills and initiative	Essential
Excellent time management and ability to work to deadlines under pressure	Essential

OTHER CRITERIA

Passionate about social justice and giving young people a voice	Essential
Dynamic and confident individual able to initiate and implement plans	Essential
Flexibility in working, and positive approach to change	Essential
Employs a creative and imaginative approach to working	Essential