**Reports to:** Fundraising Manager

**Revised:** Feb 2023

**Direct reports:** No direct reports

*MAIN PURPOSE OF JOB:*

The Trusts Fundraiser is responsible for maximising grant income in line with the overall organisational strategy and liaising with the operations team to identify new opportunities for funding.

The postholder will work within the fundraising team to grow Leuchie’s portfolio of funder relationships, as well as working closely with existing funders to increase their engagement and support. They will personally steward funders to become closer to the cause and passionate about our work and monitor and evaluate the impact our funders make and report to them on this impact.

Effective co-operative relationships are required with funders, guests, visitors, staff, volunteers and any other agencies associated with Leuchie House.

*MAIN DUTIES & KEY RESPONSIBILITIES*

**Responsible for but not limited to:**

* Research and identify new funding opportunities through trusts and foundations based in Scotland and the UK
* Work with staff from across the charity to put together exciting funding opportunities from Leuchie’s wide range of existing, and future projects
* Maintain the charity’s large and rolling trusts programme
* Build relationships with funders through personal, written and telephone contact
* Manage a prospect calendar to ensure proposals are sent out in a timely and effective manner, in line with organisational priorities
* Manage the reporting schedule to ensure monitoring, evaluation and reporting is done in a timely and effective manner, in line with funding requirements
* Compile reports for funders, working with operational team members to provide detailed, accurate information and reports
* Provide account management for our funder relationships, ensuring all of our funders are appropriately stewarded and thanked
* Ensure all contacts and applications are properly recorded, and success rates tracked through Leuchie’s financial processes and CRM database
* Determine priorities of work schedule in relation to trust deadlines and importance

**General:**

* Participate in staff meetings, staff performance reviews and staff training as required to promote own development and understanding
* Participate in mandatory training as per Leuchie House policies and practices
* Work to promote equality, independence and freedom of choice for guests respecting privacy and personal dignity at all times
* The post holder will be expected to undertake other appropriate duties as required

*PERSON SPECIFICATION*

**Skills and experience (essential)**

* Excellent communication skills – especially reporting and persuasive writing skills
* Enthusiastic and passionate about our cause and the charity sector
* Tenacious, resilient, collaborative, diplomatic and adaptable
* Good understanding of numbers and budgets
* Good organisational and time management skills, with the ability to manage competing priorities
* Possess diligent and meticulous research skills
* A strong interest in trust fundraising

**Skills and experience (desirable)**

* Previous experience working in a trust fundraising environment
* Relevant qualifications in either fundraising and/or marketing
* Membership of a relevant professional body (CIM, IOF or similar)
* Experience using Raiser’s Edge NXT

**Personal characteristics and attributes**

* Commitment to Leuchie House’s vision and core values of excellence in service and care
* Positive, caring attitude and understanding of the importance of customer service
* Ability to work unsupervised and use own initiative.
* A flexible approach and attitude to working hours and tasks to be completed
* Supporting the Fundraising Manager and the team at fundraising events

*By accepting the job offer issued you agree to adhere to the duties and responsibilities outlined in this job description for the position of Trust Fundraiser. A copy of this job description will be held in your HR file.*