



# Jeely Piece Club

## JOB DESCRIPTION

<b>SERVICE:</b>	Jeely Piece Club	<b>PAY SCALE:</b>	£26,000 - £30,000
<b>POST TITLE:</b>	Trust Fundraiser		
<b>REPORTING TO:</b>	CEO		

### **PRINCIPAL ROLE:**

**As a key member of the Fundraising Team, the post holder is responsible for developing, implementing, and evaluating a fundraising strategy to retain and increase income from charitable Trusts and Foundations against agreed targets.**

### **Key tasks for which the post holder will be responsible.**

- To achieve and surpass the trust's fundraising target.
- To secure income through active engagement and positive relationship management with charitable Trusts and Foundations
- To create and maintain current, accurate portfolios of all Trusts and Foundations ensuring regular communication and contact to sustain long-term relationships.
- Research and explore new opportunities to approach charitable Trusts and Foundations including time to approach, key contacts application method, and areas of interest.
- Collate all relevant information and produce high-quality funding applications that are engaging and accurate
- To work closely with the CEO to identify suitable projects for funding and monitor income against forecast
- Ensure a high standard of data capture on Excel and that donors are thanked appropriately
- Reporting and evaluating on grants received by the organisation and ensuring the conditions of any gift is adhered to
- Any other relevant duties as may be required.

### **Additional Responsibilities**

- Attend relevant internal and external meetings, contributing to the planning and development process
- Manage the requirements of existing and potential donors and supporters and manage the development of relationships with key donors and supporters
- To actively consider professional development and determine training requirements.
- To maintain and develop good working relationships with other members of the wider organisation.

## Person Specification

<b>Essential</b>	<b>Desirable</b>
Proven track record of securing significant income through Trusts and Foundations	Experience of the Raiser's Edge Database
Proven skills in prospect research, strategic planning and project management, delivery, and evaluation	Working with Volunteers
Ability to work under pressure, revising priorities to manage incoming workloads and tasks, while maintaining high standards	Experience of working in the Charity Sector
Excellent interpersonal and communication skills, verbal, presentational and written	Familiarity of the work of Jeely Piece Club
Knowledge of UK Grantmakers and proven connections in the sector	
High level of IT literacy – knowledge of Microsoft Office, email, internet, and research database skills	
High level of reporting skills	
Positive attitude and determination to succeed	
Analytical skills, including data analysis	