

Role: Trusts and Grants Officer

Salary: £24,000- £26,000 FTE

Hours: Part time (between 14 and 21 hours per week), to be discussed and agreed with the right candidate. Flexibility to work term-time only.

Location: Flexibility to work from home, our HQ in Bognor Regis or hybrid

Contract: Permanent, subject to 6-month probation

Who we are / role overview:

If you have a passion for developing relationships, have excellent written and verbal communication skills and experience in raising funds from Trusts and Foundations, we would love to hear from you.

We offer a super flexible approach to working days/hours, whether it needs to fit around schools runs, caring responsibilities or shift-working partners, we are happy to consider a hybrid of home and office working, too.

4Sight Vision Support currently supports over 2,300 blind and sight impaired children and adults living in West Sussex, however, there are an estimated 34,500 people living with some form of sight loss in our County.

We have ambitious plans to grow our services and further tailor the support we offer over the next 3-5 years.

In our 100th Anniversary year and having recently completed a Fundraising Audit, updated our Mission, Vision and Values and devised a new Future Services Strategy, this is an exciting time to join - you could be part of the transformation!

The Trusts and Grants Officer sits in the Fundraising, Marketing and Communications Team and will build on our successful track record of Trust Fundraising, helping to grow this important income stream for the charity.

Trusts and Grants Fundraising Officer role and responsibilities:

- Developing and writing compelling funding propositions to Trusts, Foundations, Statutory funders and other grant making organisations in a timely manner and to agreed financial targets
- Building on the ongoing development of the Trust and Foundation pipeline
- Conducting thorough research to keep abreast of Trust funding criteria and identify new funding opportunities
- Adhering to Trust and Foundation reporting criteria and working with the frontline services team to implement evidence gathering processes to complete funding reports
- Support the Fundraising Manager in the development of strategy and plans
- Stewardship and account management of key funder relationships
- To contribute to the further development of optimal CRM usage for planning and reporting work with the Fundraising Manager
- To work with colleagues internally to develop interesting and compelling funding propositions and contribute to other areas of fundraising

Skills and Experience:

- Experience of fundraising from trusts and foundations, desirable
- Relevant fundraising qualification or experience equivalent to a degree qualification, desirable
- Experience of broader fundraising disciplines, desirable
- Excellent oral and written communication skills

- Ability to proactively plan and manage a varied and busy workload