

**Role: Trusts and Grants Fundraising Officer**

**Start date: TBC**

**Salary: £14,400**

**Hours: part time 21 hours – 12 month contract**

**Hours: 9am-5pm days and times flexible**

**Location: Home based / Covid-19 safe office in Bognor Regis, West Sussex**

4Sight Vision Support was established in 1921 to support blind and visually impaired people living in West Sussex. We currently have around 2,000 members, however there are an estimated 34, 500 people living with sight loss in our County.

We take a holistic approach to our support, tailoring it to the individual needs of each member and their families. Our mission is to make a positive difference in the lives of people living with sight loss in West Sussex by providing support, advice, advocacy and training to improve their quality of life. Our aim is to be there when it matters for everyone living with sight loss.

The Trusts and Grants Fundraising Officer role sits within the Fundraising/Marketing Communications team and will be implementing the grant making strategy. This is an exciting time to join the team, having just completed a Fundraising Audit of all income streams, you will have the opportunity to really shape our new strategy for trusts and grants Fundraising. Next year also sees us celebrate our 100<sup>th</sup> Anniversary and there are lots of exciting plans in the pipeline.

**Trusts and Grants Fundraising Officer role and responsibilities:**

- Developing and writing compelling funding propositions to Trusts, Foundations, Statutory funds and other grant making organisations in a timely manner and to agreed financial targets
- Support the Fundraising Manager in the development of strategy and plans
- Stewardship and account management of key funder relationships
- Trust & Foundation pipeline development including research, applying and reporting
- To contribute to the further development of optimal CRM usage for planning and reporting work with the Fundraising Manager
- To work with the Fundraising Manager to implement relevant strategies and operational fundraising plans to achieve annual income target
- To work with colleagues internally to develop interesting and compelling funding propositions and contribute to other areas of fundraising

Skills and Experience:

- Minimum of 2 years' experience of fundraising from trusts and foundations
- Relevant fundraising qualification or experience equivalent to a degree qualification
- Experience of broader fundraising disciplines is desirable
- Excellent oral and written communication skills
- Ability to proactively plan and manage a varied and busy workload

Job Type: Part time – 21 hours per week

Salary: £24,000 FTE - £14,400 – 21 Hours

Schedule:

- Monday to Friday

COVID-19 considerations:

To keep our staff as safe as possible we have limited the number of staff and are following strict guidelines to ensure that those in the workplace wherever possible are following social distancing of 2 metres which is facilitated at all times.

Work remotely:

- On days to be agreed with Fundraising Manager