

Job Description

JOB TITLE	Trusts and Grants Fundraising Officer	REPORTS TO	Fundraising Manager
DEPARTMENT:	Fundraising	SALARY	£ 24,000 FTE £14,400 21 hours per week

Background information

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 strategy involves proactively building long term relationships within each income stream, research, stewardship and increasing income generation.

JOB PURPOSE -

To generate income for 4Sight Vision Support through significant financial donations from grant making organisations, including charitable trusts and foundations, statutory funders and other organisations. To research and write compelling applications, develop upon the existing stewardship programme and develop more engaged relationships for the benefit of the charity. Be a contributing member of the fundraising team and wider organisation.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

The Trust and Grants Fundraising Officer will be responsible for:

- 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

Strategy and Development

- To work with the Fundraising Manager to implement relevant strategies and operational fundraising plans to achieve annual income target
- To contribute to the further development of optimal CRM usage for planning and reporting work with the Fundraising Manager
- Effectively steward relationships with grant makers to ensure continued support, fulfilling reporting requirements and to develop and manage a prospect pipeline.
- To liaise with key colleagues in order to ensure fundraising makes the most of existing opportunities and is focused on areas of income need

Trust & Foundations

- Effectively manage, maintain and build a trusts pipeline for research, planning and forecasting
- Effectively manage trust funder relations to ensure continued support and meet reporting requirements
- Use a variety of resources to research and maintain up to date information about warm funders, analyse and assess appropriateness of applying to cold and lapsed funders
- To work with colleagues internally to develop interesting and compelling funding propositions and contribute to other areas of fundraising
- Represent 4Sight Vision Support by actively participating in trust & foundation networking and discussion in person and online, with other charities

General

- Work closely and collaboratively with the wider Fundraising team as well as the wider organisation.
- Manage and record all spend to annually agreed budgets
- Represent 4Sight Vision Support at external events online and face to face

KEY WORKING RELATIONSHIPS

Trusts and Foundations who fundraise and support 4Sight Vision Support

Outreach Services and Sight Care Advisors - working with these teams to match funder opportunities with frontline service develop needs, develop new, and regularly review, current case for support documents, obtain testimonials, statistics and patient stories to inform proposals

Fundraising. Marketing & Communications – effectively work alongside and collaboratively with other teammates in support of maintaining existing and securing future support

Membership Services – effectively work alongside membership services to ensure consistent messaging and stay in touch with our members needs and stories

Finance – work with the finance team to ensure financial information is up to date, budgets are accurate for funding proposals and funds and grants are correctly allocated

JOB SCOPE

Decision making level	<ul style="list-style-type: none"> • Able to make decisions on appropriate trust & foundation support in collaboration with the Fundraising Manager • Workload management – this role requires the post holder to generate and develop their own work.
Financial resources	<ul style="list-style-type: none"> • Contribute towards reaching the annual trust & foundation income target
Other resources	<ul style="list-style-type: none"> • Responsible for development of a pipelines and recording up to date information on the fundraising database.
People management	<ul style="list-style-type: none"> • N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • To keep up to date on relevant regulatory and compliance requirements, e.g. Fundraising Code of Conduct, Data Protection and GDPR, Gift Aid



PERSON SPECIFICATIONS

Knowledge, qualifications and experience

- Relevant fundraising qualification or experience equivalent to a degree qualification
- Experience (2 years +) of fundraising from trusts & foundations
- Experience of broader fundraising disciplines is desirable

Skills and abilities

Essential

- Excellent oral and written communications skills
- Ability to develop bespoke relationships with a variety of audiences
- Able to promote and develop ideas in line with the 4Sight Vision Support brand and inspire growth in giving
- Able to proactively plan and manage a varied and busy workload
- Have commitment and a conscientious approach to work with attention to detail
- Be flexible and capable of using initiative, tact and discretion
- Strong team worker and self-motivator

Desirable

- Experience in monitoring budgets, regular variance reporting, reforecasting and planning contingency action to achieve financial targets
- Experience of delivering presentations and pitches

OTHER:

Disclosure and Barring Service (DBS) and Independent Safeguarding Authority check required: ~~Yes~~ / No

Place of work:

- The post holder will be working a mixture of remote home working and within a Covid-19 Safe office space on days to be agreed with line manager. Working arrangements will be reviewed ongoing basis and in accordance with any changes around Covid.

Other:

- The above is intended to provide a clear but concise statement of the present main tasks and activities of the job. It is not an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description and which are subject to any reasonable adjustments under the Disability Discrimination Act.
- Strict adherence must be applied to information held under the General Data Protection Regulations (Data Protection Act 2018) and specifically, but not restricted to, the Charity's policies covering Equality and Diversity, Adult & Child Safeguarding and Health and Safety.

VALUES

As staff and volunteers of 4Sight Vision Support, we pride ourselves on a common set of values which steer our behaviour. Each and every team member will conduct themselves with our values at the forefront of everything we do.

STANDARDS AND EXPECTATIONS

Policies and Procedures

4Sight Vision Support's employees and volunteers are expected to follow policies, procedures and guidance as well as professional standards and guidelines. Employees are also expected to be familiar and to comply with security guidelines, and health and safety regulations. Copies of 4Sight Vision Support policies can be accessed via the charity Shared Drive or from your manager.

Confidentiality

It is expected that all employees and volunteers will abide by 4Sight Vision Support's need for confidentiality relating to all aspects of its members, work, funding and operation. Staff are reminded that personal information concerning colleagues and volunteers is also confidential.

Equality and Diversity

4Sight Vision Support is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.