



Job Description

JOB TITLE	Trusts and Grants Officer	REPORTS TO	Fundraising Manager
DEPARTMENT:	Fundraising and Communications	SALARY	£ 24,000 - £26,000 FTE
Background information <p>4Sight Vision Support was established in 1921 to support blind and visually impaired people living in West Sussex. We currently have around 3,000 clients, however there are an estimated 36,200 people living with sight loss in our County.</p> <p>We take a holistic approach to our support, tailoring it to the individual needs of each client and their families. Our mission is to help people across West Sussex who are blind or partially sighted to live life without limits. The Trusts and Grants Officer role sits within the Fundraising and Communications team and will be implementing the grant making strategy. This strategy involves proactively building long term relationships within funders, researching, stewardship and increasing income generation for the long-term sustainability of the Charity.</p>			
Job Purpose <p>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.</p>			
Key Accountabilities and Responsibilities <p>The Trust and Grants Officer will be responsible for:</p> <ul style="list-style-type: none">- 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 Trusts and Grants pipeline to secure continued financial support for the charity- Conducting thorough research to keep abreast of Trust funding criteria and identify new funding opportunities. <p>Strategy and Development</p> <ul style="list-style-type: none">- Support the Fundraising Manager in the development of strategy and plans- To contribute to the further development of optimal CRM usage for planning and reporting work with the Fundraising Manager- To liaise with key colleagues to ensure fundraising makes the most of existing opportunities and is focused on areas of need			

Trusts and Foundations

- Effectively manage, maintain and build on the existing trusts pipeline used for research, planning and forecasting
- Effectively manage and steward trust funder relations to meet reporting requirements and ensure continued support
- 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 proposition and support with the implementation of evidence gathering processes
- Represent 4Sight Vision Support by actively participating in trust and foundation networking and discussions in person and online, with other charities and the Visionary network

General

- Work closely and collaboratively with the wider Fundraising Team and contribute to other areas of fundraising
- Work closely and collaboratively with the wider organisation
- Represent 4Sight Vision Support at external events online and face to face

Key Working Relationships

Trusts and Foundations who support 4Sight Vision Support

Frontline services team - working with these teams to match funder opportunities with frontline service development needs, develop new, and regularly review, current case for support documents, obtain testimonials, statistics and client stories to inform proposals

Fundraising, Marketing and 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 and 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 and foundation income target
Other resources	<ul style="list-style-type: none">• Responsible for development of a pipeline and recording up to date information on the fundraising database
People management	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. Code of Fundraising Practice, General Data Protection Regulations, Gift Aid

Person Specification
Knowledge, qualifications and experience <ul style="list-style-type: none"> • 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
Skills and abilities <p>Essential:</p> <ul style="list-style-type: none"> • Excellent oral and written communications skills • Ability to develop and nurture relationships with a variety of audiences • Able to promote and develop ideas in line with the 4Sight Vision Support service development • 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 <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in monitoring budgets, regular variance reporting, reforecasting and planning contingency action to achieve financial targets • Experience of delivering presentations and pitches
Other:
<p>Disclosure and Barring Service (DBS) and Independent Safeguarding Authority check required: Yes / No</p> <p>Place of work:</p> <ul style="list-style-type: none"> • We offer a very flexible approach to working days, hours and location – which could change week to week if required <p>Other:</p> <ul style="list-style-type: none"> • 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 and Child Safeguarding and Health and Safety.
Values
<p>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. Caring – Forward-thinking - Trusted</p>
Standards and Expectations
<p>Policies and Procedures</p> <p>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.</p>

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.