

JOB DESCRIPTION

JOB TITLE	Trusts and Foundations Fundraiser
LOCATION	Remote, UK wide
HOURS	30 – 37.5 hours per week (permanent)
SALARY	£30,000 per annum (pro rata for part time hours)
REPORTING TO	Trusts and Foundations Fundraising Manager

Job Purpose

The Trusts and Foundations Fundraiser will support the fundraising team to write exceptional proposals and develop relationships with funders. This person will act as the relationship manager for a portfolio of Trusts and Foundations across the UK.

Main duties and responsibilities

- Apply to small and medium value trusts and foundations, ensuring all proposals align with the organisation's vision, mission, strategic aims and values.
- Effectively steward relationships with trusts and foundations, acting as relationship manager for a portfolio of small and medium value funders.
- Undertake prospect research to identify trusts and foundations that align with the organisation's vision, mission, strategic aims and values.
- Support with larger scale trust applications as agreed with the Trusts and Foundations Fundraising Manager.
- Produce reports and updates to small and medium value trusts and foundations, working with the delivery teams to collate feedback and impact data.
- Acknowledge donations and ensure accurate recording on database, communicating restrictions and requirements with the delivery teams.
- Contribute meaningfully to the creation and implementation of the organisation's trusts and foundations fundraising strategic plans, and stewardship approach.
- Work with the wider Music in Hospitals & Care team, as well as partner organisations, on joint funding bids and reports.
- Stay well informed about news and emerging issues relating to the health, arts, culture, and creative sectors, as well as the fundraising profession and share updates with colleagues.

Other

- All employees are expected to read and follow the Music in Hospitals & Care policies and procedures and carry out their duties in line with the vision and values of the organisation.
- Comply with the organisation's code of conduct.

- Compliance with Music in Hospital & Care policies
- Commitment to the organisation's aims and values
- Carry out other duties as necessary to meet the needs of the organisation.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>Experience of generating income from trusts and foundations, grant funders, bids or equivalent experience (for example writing funding or sponsorship proposals).</p> <p>Experience of working with budgets.</p>	<p>Using a CRM database.</p> <p>Demonstrable experience of managing relationships across a portfolio.</p>
Knowledge and skills	<p>Understanding of proposal and report writing.</p> <p>Inspiring and verbal and written engaging communications skills.</p> <p>Ability to write creative, persuasive, concise and articulate copy to tailored audiences.</p> <p>Ability to work on own initiative to meet objectives and deadlines, maintaining good organisational skills.</p> <p>Excellent IT skills including MS Office.</p> <p>Strong eye for attention to detail and proofreading skills.</p>	<p>Financial understanding with experience of preparing and presenting budgets and monitoring spend.</p> <p>Good research skills with experience of identifying new funders.</p>
Personal attributes	<p>Ability to work effectively and positively as a team member.</p> <p>Proactive in driving your personal development.</p> <p>Team player.</p> <p>Passion and a positive attitude.</p>	