

Trusts and Fundraising Officer



RESPONSIBLE TO:	Director of Development
HOURS:	Full-Time (9am-5pm, Monday-Friday)
JOB LOCATION:	Hybrid - home and office based – Amersham, Buckinghamshire
SALARY:	£24,000-£27,000
PENSION:	7% non-contributory

Roald Dahl's Marvellous Children's Charity provides specialist nurses and support for seriously ill children.

Our vision is that every seriously ill child deserves a Roald Dahl Specialist Nurse and fundraising is core to achieving this.

Job Description

We are looking for a tenacious, methodical, and organised person who can deliver sustainable income growth from trusts. We want someone who shares our core values of being child focussed, sparky, empowering, resourceful and kind and who can live by the ethos of who Roald Dahl was and what he is delivering through his legacy. We also need someone who is flexible and can react positively to a post-Coronavirus fundraising world.

The role's main task is to maximise income from trusts by the creation of high-quality applications and reports to funders, and by providing excellent account management and cross-team collaboration.

Key Responsibilities

Supported by the Head of Development and the rest of the team:

- **Trusts research** - you will proactively identify trusts and research them for suitability.
- **Trust applications** – you will be able to gather project information, curate it, and write it up into informative, engaging, high quality applications, giving trusts the opportunity to fund our work.
- **Trust relationships** – you will communicate and will build relationships with our funders through emails, letters, telephone calls, service visits and face to face engagements. Provide high quality account management - maximising income generation and relationship longevity.
- **Reporting** – you will gather the necessary information to compile reports that give funders real insight into what they have achieved.

- **Support the rest of the team** – to gain experience and maximise fundraising opportunities, you will support other members of the fundraising and communications team in their work - whether that is gathering information for an application, administration, proof-reading a report, or helping with an event.
- **Building and maintaining team processes** – we all help with this, whether it is maintaining files (paper, electronic and database) of correspondence or taking notes of meetings with funders.
- **Additional areas** - With the support of more senior staff, participate in the development of strategy, planning and tactics in relation to trusts fundraising.

These responsibilities are subject to review and may be varied in emphasis depending on operational requirements.

Person Specification

- Minimum one year experience working or volunteering for a charity.
- Experience in writing successful bids and securing income, ideally from trusts.
- The ability to take complex information and translate this into persuasive written communication which leads to action.
- Solid research skills, which can be applied to identification of suitable new prospects for our funding pipeline.
- Ability to operate in a highly cohesive, high performing team based on the principles of trust, mutual respect, and empowerment.
- Effective time management skills and the ability to prioritise conflicting workloads successfully.
- A high level of competence in using Microsoft Office software notably Excel, Word and generic databases.

Other Information

This job description helps the post holder to understand their main duties. It is not exhaustive, and the role's duties may change from time to time, in discussion with the post holder and consistent with the level of responsibility appropriate to the grade of the post.

- Roald Dahl's Marvellous Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Confirmation of appointment will be subject to a satisfactory standard Disclosure and Barring Service check.
- The appointment is subject to the satisfactory completion of a three-month probation period.
- Roald Dahl's Marvellous Children's Charity is committed to achieving the highest standards of service and employment practice. We give equal opportunity to everyone, regardless of background. While our offices are not currently accessible for people with significant mobility difficulties, we will make all reasonable adjustments to allow the most suitable candidate to perform their role effectively.
- The post holder will have the right to work in the UK.