**Job Title Trusts and Foundations Fundraiser**

**Responsible to** Trusts and Foundations Manager

**Hours of work** 37.5 Full time / Part-time 22.5 considered

**Place of work/Base** Martin House and in the Community. Remote working arrangements will be considered, where possible. Remote employees will be required to attend fundraising department meetings and necessary training sessions in person.

**Type of contract** Fixed-term maternity cover

**Overall purpose of the role** To support the growth of Martin House’s income from Charitable Trusts and Foundations by creating emotive cases for support and ensuring accurate and timely reporting.

**Tasks and duties**

* Support the Trusts and Foundations Team Manager and the Head of Major Relationships Fundraising to steward a portfolio of major Trusts and Foundations with grant sizes of £5,000.00 and above
* Research and develop a pipeline of prospects for core running costs
* Drafting and submitting major funding applications, working with colleagues to develop strong cases for support, gathering resources to meet funders criteria within required deadlines
* Producing and submitting emotive and impactful reports for funders within agreed timeframes
* Working collaboratively with colleagues to produce necessary communications for updates and reports
* Work closely with our Care Team to develop a deep understanding of our work and identify areas where funding is required
* Ensure funders are appropriately recognised and stewarded
* Maintain accurate records on our supporter database Blackbaud
* Support the overall Income Generation Strategy
* Contribute towards financial reporting as required
* Keep informed of key developments across grant making organisations

**Health & Safety**

* To be aware of the safety needs of the children, siblings, parents and colleagues and adopt a preventative safety approach to all times.
* To report all accidents incidents and untoward incidents as appropriate
* To be aware of your health and safety responsibilities as an employee and adhere to these.

**Personal development**

* To adopt a positive and reflective approach to personal and professional development.
* To participate constructively in a yearly annual appraisal.
* To undertake specific training and to remain updated.

This job description reflects the present requirements of the post and will form the basis of performance appraisal. As duties and responsibilities change and develop the job description will be reviewed and necessary changes made with consultation.

Martin House has a multi-professional, multi-skilled team seeking to reach out to each family in a way that most helps them. Because of this team members may be expected to accept a different or unusual task or role.

**Equality statement**

Martin House is committed to providing care and improving services irrespective of race, ethnicity, disability, gender, religion or belief, age, marital status, or sexual orientation

**Safeguarding Children, Young People and Vulnerable Adults**

Martin House is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. Recruitment checks are undertaken in accordance with safer recruitment standards and successful applicants may be required to undertake a DBS via the Disclosure and Barring Service.

**All Martin House employees are expected to**

* Uphold the values of Martin House and behave in a professional manner at all times.
* Value equality and diversity and comply with relevant equality legislation.
* Attend 1:1s with line manager, team meetings and annual appraisals.
* Take part in all relevant mandatory training and any other education and training considered necessary to carry out the role.
* Take responsibility for one’s own personal development.
* Cooperate with colleagues, encourage and support positive working relationships (both internally and externally) and foster a culture of respect and consideration at work.
* Establish and maintain effective communication with relevant individuals and groups, both internally and externally.
* Take responsibility for one’s own health and safety and the health and safety of others whilst at work, and comply with Health and Safety legislation.
* Comply with information governance requirements and maintain confidentiality at all times, as required.
* Work within all Martin House policies and procedures.
* Communicate a positive image of Martin House and protect its reputation.
* Attend for work and events as and when required.

**Staff who support Martin House volunteers are expected to**

* Carry out effective inductions for new volunteers in your department
* Lead and guide volunteers, providing the support needed to maintain morale and enable them to work effectively
* Ensure all necessary local activity risk assessments, and policies are available and adhered to.
* Supervise your volunteers appropriately in their day-to-day work and actively work to recognise the work that they do
* Ensure your volunteers have access to some personal time with you on a regular basis
* Ensure that your volunteers have an annual opportunity to reflect on their volunteering role with you
* Support appropriate volunteer learning and development within your team
* Play a role in the recruitment of new volunteers within your area
* Support and manage performance issues with volunteers fairly and sensitively, taking advice from the HR department where appropriate

**Person specification**

**Qualifications and work experience**

**Essential**

* GCSE’s (Grade A to C) or equivalent in English and Maths
* Experience of managing relationships with internal and external stakeholders
* Experience of working to deadlines and managing multiple priorities
* Experience of creative writing and accurate reporting
* Experience of conducting research, fact-finding and problem solving
* Experience of record keeping, including independent management of own diary and workload

**Desirable**

* Experience of working in a fundraising position, particularly within Major Trusts and Foundations
* Member of the Chartered Institute of Fundraising
* Experience of working with Fundraising tools and management systems
* Experience of independent and lone working
* Experience of working on a large-scale Capital Appeal project

**Knowledge and skills**

* Excellent verbal communication skills
* Excellent organisational skills
* Ability to document clear and concise details of care routines and practice
* Excellent interpersonal skills
* An understanding of care practice within a palliative care service
* Demonstrable commitment to maintaining own professional development

**Attributes**

* Ability to communicate sensitively with children and parents in line with Martin House’s values and expectations
* Ability to work collaboratively as part of a care team
* Ability to demonstrate respect for children, young people, their families and colleagues