

Job Title: Trust, Grant and Statutory Fundraiser

Reporting to:	Business Manager
Hours:	21 to 35 hours per week (negotiable)
Salary:	£22,660 - £25,000 full time equivalent (35 hours)
Holidays:	28 days (including bank holidays) for 35 hour post
Closing Date:	Monday 18th June – 12:00pm

Background

At Northern Learning Trust we aim to improve the potential and raise the aspiration of people through learning. Much of our work is with vulnerable and disadvantaged people and communities with complex needs. We use informal learning and mentoring to build confidence and skills, and help people find solutions to their problems.

As part of our business strategy we are seeking to appoint a self-motivated fundraiser to work with our senior management team to develop and build a pipeline of funds from trusts, grants and statutory sources, including contract income. The successful candidate will have the drive to seek out new funders and opportunities, and a talent for packaging up and matching a charity's current and future work with funders' requirements and priorities.

With significant relevant experience of trust, grant and statutory fund raising, the successful candidate will demonstrate:

- Evidence of successful applications to trusts, grant making and statutory bodies
- The ability to write compelling proposals with excellent research skills
- Strong attention to detail and accuracy
- Excellent interpersonal skills and the ability to build and develop strong relationships
- The ability to work independently and collaboratively to achieve fundraising targets

The ideal candidate will be flexible, driven and committed to our cause as well as professional, experienced and used to working in a small team. You should have a can-do, roll-your-sleeves-up attitude. Experience of working within a similar sized charity would be an advantage. You will be results-orientated, and have excellent written and verbal communication skills.

We are passionate about the work we do and need a person who understands our values and believes in our mission.

Main duties and responsibilities:

The Fundraiser will:

- Maintain and develop ambitious strategies to maximise opportunities for increased funding
- Identify additional opportunities to raise unrestricted and restricted funds
- Meet regularly with managers to identify budgeted activities that can be packaged as projects
- Prepare and update detailed research on trusts, foundations and other grant making bodies
- Ensure new income streams are researched and applications made as appropriate
- Develop packaged project proposals for grant and contract opportunities, cases for support and detailed applications, from conception through the application process
- Work closely with key stakeholders on reporting and evaluations
- Write compelling, informative and successful applications.
- Develop relationships with the wider team, funders and other partners
- Monitor progress against plans and budgets
- Undertake any other duties commensurate with the post

Person Specification

	Knowledge, experience & skills	Essential	Desirable
1.	Appropriate fundraising experience with a proven track record of securing substantial amounts of income from a wide range of relevant funding sources, including statutory bodies, grant-making trusts and the corporate sector.	√	
2.	A track record of identifying and maintaining external relationships with relevant funding bodies and experience of developing relationships with a broad range of funders at all levels.	√	
3.	Ability to be proactive in identifying project opportunities and in supporting their development, management and implementation.	√	
4.	Ability to see and understand the wider picture, collating, coordinating and effectively making use of information from a wide variety of sources.	√	

5.	Excellent written and verbal communication skills and evidence of a strong track record of creative writing and report writing to multiple audiences.	√	
6.	Ability to report on activities and deliver challenging fundraising targets.	√	
7	Ability to manage and deliver multiple activities simultaneously and prioritise a demanding workload.	√	
8.	Strong IT skills, including MS Office applications and database management.	√	
9.	A good knowledge and understanding of relevant charity related legislation and codes of practice.	√	

	Education and Qualifications	Essential	Desirable
1.	Educated to degree level or equivalent	√	
2.	Recognised Fundraising Qualification		√