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**Fundraiser - Trusts and Foundations**

Location: 64 Altenburg Gardens, Battersea, SW11 1JL

Hours: 21 hours per week, plus a daily 1 hour unpaid lunch break.

Days: Flexible, Monday – Friday

Contract: Permanent

Salary: £28,000 - £32,000 pro rata, depending on skills and experience + 3% pension contribution

Annual Leave: 25 days per year (pro rata, increasing by one day per year until you reach a maximum of 30)

Closing date: Wednesday 30th March 2016 (midnight)

Line Manager: Chief Executive

**About us**

Share is a happy, vibrant organisation with bags of ambition. We’re passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. We work with anyone living with disability or a long term condition, but the majority of our students are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities. We’re working towards becoming accredited as an autism friendly organisation. We’re a Bronze standard Investor in People, and we get brilliant results from our staff, volunteer, and customer surveys.

**The role**

We’re looking for an experienced and talented fundraiser to help us to secure our future and enable us to innovate and grow. The perfect candidate will be a passionate trust fundraiser with a track record of producing high quality, innovative, and successful funding bids. You’ll be able to demonstrate your skills in securing significant new funding and hitting income targets. At Share, you will also focus on developing a strong portfolio of potential funding sources through prospect research and staying on top of market trends and opportunities, whilst maintaining and creating profitable relationships with a range of funders. You’ll work closely alongside our Chief Executive and Communications and Development Co-ordinator.  
  
It’s essential that you have outstanding written and spoken communication skills, with the ability to passionately and articulately communicate Share’s mission, keeping donors engaged and seizing every opportunity to promote the Charity.

**Job Description**

**Principle responsibilities:**

* To secure income of at least £100k in the first year from UK Trusts and Foundations and other donor organisations, meeting agreed fundraising objectives and increasing the number of grant givers.
* To manage grants and steward key grant makers, including reporting and managing all aspects of this communication.
* To research potential grant makers and seek to match areas of Share service delivery to possible funders.

**Main duties:**

* To act as the lead relationship manager for key funders, including both current and prospective supporters.
* To lead, develop and implement a strategy of growth in raising funds from charitable trusts and statutory sources as part of the overall fundraising strategy.
* To achieve agreed income targets from current and new supporters.
* To plan and personally deliver Trust donor cultivation, solicitation and ask activities, including the preparation of high quality, targeted, compelling and attractive funding proposals.
* To maintain and develop relationships with key trusts, securing their ongoing and increasing support through regular communication.
* To research, identify and secure funding from new trusts.
* To prepare and manage budget plans providing regular monthly reports on performance analysis against budget.
* To work closely with Share’s Communications and Development Co-ordinator to ensure that all electronic records are kept up to date, taking sole responsibility for keeping records relating to funders up to date on the database.
* To maintain Share’s paper-based fundraising filing system.
* Keep fully abreast of new developments in trusts and grant making, through networking and attendance at relevant conferences.
* To promote the work of Share to ensure sustainable long-term relationships with donors through attendance at major donor receptions and similar events.
* To play an active role in the overall development of the Fundraising and Marketing functions at Share, including on occasion supporting with corporate fundraising.
* To attend and contribute to Share meetings and events as required. This may involve very occasional weekend work.
* To undertake other tasks and duties as may be reasonable which will contribute to the overall success of fundraising and marketing at Share. The post holder has access to highly confidential, personal and financial information and must be able to respect confidentiality.

**Person Specification**

**All of the following are essential to the role unless specified.**

**Please use the Supporting Statement to tell us how you meet this specification, giving examples.**

**Qualifications**

1. **A good honours degree**
2. **Institute of Fundraising Certificate or Diploma in Fundraising (desirable)**

**Experience**

1. **Experience of working within a successful charitable fundraising team and of meeting ambitious income targets.**
2. **Experience of working as a member of a team.**
3. **Experience of developing high quality funding proposals for a range of charitable trusts and foundations.**
4. **Experience of presenting and pitching to charitable trusts and foundations.**

**Skills**

1. **Excellent written English skills and the proven ability to write successful bids and proposals**
2. **Excellent presentation skills and the proven ability to pitch in person to potential funders**
3. **Excellent digital and organisational skills, able to work with minimal supervision, and a track record of meeting deadlines.**
4. **Excellent time management skills, and the ability to prioritise tasks.**
5. Strong communications and interpersonal skills, with the ability to build internal working relationships with colleagues to facilitate the gathering of information for projects.
6. Independent and creative thinking to solve problems, develop funding opportunities and secure trust income.
7. Good numeracy skills, and the ability to construct and monitor budgets and projections.

**Personal attributes**

1. You will be passionate about creating a world in which disabled people have equality of opportunity.
2. You will enjoy working within a diverse organisation where difference is celebrated.
3. You will enjoy working in a community based organisation where you will encounter the charity’s beneficiaries on a daily basis, and will be working closely with delivery staff.
4. You will be motivated to achieve ambitious income targets.
5. You will be patient and resilient, and able to build rapport with colleagues whose priorities may be different from your own and to manage your own administration.

**How to apply:**

Please complete our application form and equal opportunities form and email it to [hradmin@sharecommunity.org.uk](mailto:hradmin@sharecommunity.org.uk). Please put your name and job title in the email subject line. If you wish to post your application form, please post it to: Private & Confidential, Leanne Wood, Share Community, 64 Altenburg Gardens, London, SW11 1JL.

Once compete, please email both to [hradmin@sharecommunity.org.u](mailto:hradmin@sharecommunity.org.u)k. Please put your name and job title in the email subject line. If you wish to post your application form, please post it to: Private & Confidential, Leanne Wood, Share Community, 64 Altenburg Gardens, London, SW11 1JL.

We will endeavour to acknowledge receipt of your application form by email; however only candidates selected for interview will be contacted. Share welcomes applications from everyone. We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced Disclosure and Barring Service check and providing evidence of right to work in the UK. If you have any questions about the role, please get in touch with Leanne on 0207 801 9825. If you have a disability and would like to discuss other ways of submitting your application, please contact Leanne. We are very much looking forward to receiving your application.

