

## JOB DESCRIPTION

<b>ROLE TITLE:</b>	Grant Making Trust Fundraiser		
<b>REPORTING TO:</b>	Fundraising & Marketing Manager		
<b>LOCATION:</b>	Home based	<b>HOURS:</b>	Full time (36 hours)
<b>SALARY:</b>	£29,577 per annum	<b>DIRECT REPORTS:</b>	N/A
<b>CLOSING DATE:</b>	Monday, 7 <sup>th</sup> October	<b>INTERVIEW DATE:</b>	tbc

**Surrey Care Trust** is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

As a member of a small fundraising and marketing team, the Grant Making Trust Fundraiser is responsible for maintaining and developing relationships with appropriate Grant Making Trusts (GMTs) to achieve agreed fundraising targets.

Development and training opportunities, and exposure to a diverse range of fundraising activities, will be offered to the successful candidate

### Our Vision

We are the local charity working with volunteers, to make Surrey a place where vulnerable people have the opportunities, skills and support they need to achieve their potential.

### Our Mission

We are breaking the Cycle of Disadvantage in Surrey by equipping vulnerable people with the skills and confidence they need to change their lives, and their futures.

### Overall purpose of the role

The role includes making clear funding bids to a range of diverse funders (including Major Donors and Corporate grant givers) and maintaining and developing relationships with key individuals linked to those funders. Meeting agreed fundraising targets is key to enabling the Trust to help people to overcome the disadvantage of low skills, poor educational achievement, limited opportunities, and tough financial circumstances.

## Duties and Responsibilities

### Responsibilities:

- Income generation
- Development and implementation of Surrey Care Trust's GMT fundraising plan
- Manage and develop donor relationships that relates to Grant Making Trusts, and others where relevant/appropriate e.g. Major Donors and Corporate grant givers
- Liaising with all members of the Trust, especially Programme Managers and the fundraisers
- Reporting and Thanking (and some administration) of all GMT income
- Support fundraising efforts of wider fundraising team
- Some travel throughout the county

### Duties:

- Income generation from funders
  - To raise income for an agreed annual target
- Help to develop and implement Surrey Care Trust's fundraising plan
  - Identify new potential funders using research from fundraising sources
  - Prepare and submit bids of an appropriate scale and mix to achieve the target
- Manage and develop donor relationships with funders
  - Managing regular communications – including event/open day invitations
  - Managing and compiling of regular reports
  - Managing and facilitating appropriate acknowledgement
- Liaising with all members of the Trust, especially Programme Managers and fundraisers
  - Reviewing major bids when required
  - Collect and manage programme information for applications and funder report requirements
  - Liaise and coordinate with fundraisers on bid applications and programme information
- Administration and thanking of all financial income
  - Record relevant correspondence
  - Ensure timely and effective thanking and recognition of support
- Support fundraising efforts of wider fundraising team
  - Where possible and necessary, feed into and support other fundraising efforts
  - Attend regular team and organisational meetings
  - Manage and support volunteers as and when necessary
  - Wherever possible, support occasional fundraising events

*NOTE: This job description is intended as a working document for the position outlined. It is not exhaustive but indicates the wide range of duties involved.*

*The job description will form part of the organisation's performance management process and will be kept under continuous review to reflect the change and growth within the Trust.*

## Person Specification

<b>Education, Training and Work Qualifications</b>
<b>Essential</b>
Educated to A level standard or equivalent
<b>Desirable</b>
Educated to degree level
<b>Relevant Experience</b>
<b>Essential</b>
Experience of writing clear and concise reports on complicated issues
<b>Desirable</b>
<ul style="list-style-type: none"><li>• Experience of successful bid writing and applications from GMTs</li><li>• Experience of writing funding applications to statutory sources</li><li>• Experience of working in an integrated fundraising and marketing team</li><li>• Experience of using a fundraising database</li></ul>
<b>Skills and Expertise</b>
<b>Essential</b>
<ul style="list-style-type: none"><li>• Excellent communication and presentation skills; particularly written</li><li>• Excellent organisational skills and able to plan, manage and prioritise own workload</li><li>• Able to work constructively as a member of a small home based team</li><li>• Highly computer literate including using a contacts database</li></ul>
<b>Desirable</b>
<ul style="list-style-type: none"><li>• Excellent oral presentation skills; able to present cases for support/report to funders</li><li>• Able to identify and research potential funders from a range of sources</li><li>• Able to make multiple applications</li><li>• Able to make decisions independently</li></ul>

<b>Knowledge</b>
<b>Essential</b>
Knowledge of writing clear, simple and concise reports on complicated issues
<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Knowledge of GMT fundraising</li> <li>• Knowledge of fundraising in the charity sector</li> <li>• Has knowledge of current issues relating to employment, mental health, social exclusion/education and training</li> </ul>
<b>Other</b>
Full driving licence and access to a car

**For an initial discussion about this role please contact:**  
Rachel Perez-Lofty on [rache.perez-lofty@surreycaretrust.org.uk](mailto:rache.perez-lofty@surreycaretrust.org.uk)

**To submit an application please complete an application form and send it to [recruitment@surreycaretrust.org.uk](mailto:recruitment@surreycaretrust.org.uk)**  
– Closing date for applications is **Monday, 7<sup>th</sup> October, 5pm**