

Walsall Society for the Blind

Job Description

Post:	Trust Fundraising Officer
Location:	Hawley House
Working hours:	To be agreed, flexible to meet the needs of the Charity
Salary/Band:	Salary: £25,262.12 per annum - pro-rata £14,337.96
Hours:	21 per week
Pension:	Workplace pension (Rules and Regulations apply)
Annual leave:	22 days per year pro rata + Bank Holidays where they fall on your working day.
Special conditions:	Flexible working hours may be required, including evening and weekends.
Responsible to:	Chief Executive Officer and Board of Trustees

Is this job exempt from the rehabilitation of offenders act?	No
Does this post require a DBS check?	Yes
Is this post exempt from job share?	No

Job Purpose

To primarily develop, grow and deliver fundraising services and oversee the fundraising and marketing activity within the Charity, in order to substantially increase non-contract income.

To research and submit applications to a variety of trusts, foundations and relevant statutory sources, managing the entire process from research and project development to grant acceptance.

Background: Walsall Society for the Blind is a charity, supporting people living with sight loss.

In order to provide our services, we are looking to recruit an experienced Trust Fundraising Officer, with the drive and creativity to help build relationships with a wide range of donors to help us achieve our fundraising ambitions.

With the reduction in government and local authority funding, we are looking to utilise other funding streams to allow us to continue with our services.

As Fundraising Officer, you will be working towards a fundraising target, which will help the charity continue its work throughout the Borough.

The role and day to day duties will be varied and there will be a need for flexibility.

You will be expected to plan and manage your own workload and therefore self-motivation is vital. Personality and aptitude are fundamental to the role.

It costs approximately £250,000.00 a year to run our services at Walsall Society for the Blind.

Responsible for: The post holder will be responsible for the development and delivery of a comprehensive programme of profitable trust and legacy fundraising activities and events.

Specific Duties and Responsibilities:

Planning

- Will take lead responsibility for researching and identifying new trusts and foundations
- Will develop and maintain key contacts for all trust relationships
- Will write funding proposals for new projects
- Will implement a rolling programme of submissions to Trusts and Foundations for projects and grants

- Will be responsible for updating and maintaining trust records on a database.
- Will produce database reports as required
- To ensure all forward planning for the Trust fundraising strategy, working in conjunction with the Chief Executive and Board of Trustees
- To research and identify new opportunities and initiatives for the Trust and Foundation portfolio which take into consideration funding trends and competitor and supporter intelligence
- To research and respond to appropriate statutory opportunities, in liaison with the Chief Executive
- To create and maintain a programme of Legacy marketing to increase awareness and future income generation from this valuable funding source

Budgetary Responsibility

- To meet the agreed annual financial and non financial income targets
- To monitor, evaluate and report on income to the Chief Executive and Board of Trustees on a regular basis, including reforecasting at appropriate points of the year

Relationship Management

- Will develop and implement appropriate donor care programmes for trusts, ensuring that quality standards are maintained and support increased from this source
- To provide well-judged and timely contact and relationship management with existing funders and adhere to agreed reporting schedules
- To cultivate relationships with grant makers, local solicitors and other relevant organisations using initiative to drive forward activities and outreach to engage and liaise with new donors

Other functions

- To ensure that charity guidelines are adhered to
- To carry out other tasks as may be reasonably required
- Treat with confidentiality, any information about the Society, its Staff, Trustees or Clients that is sensitive, personal or private
- Be aware of Walsall Society for the Blind Staff Handbook and adhere to all its policies and procedures
- Participate in supervisions and annual personal reviews
- Undertake any other reasonable duties as requested by the Chief Executive Officer



Person Specification

Job Title: Fundraiser

Location: Hawley House

Method of Assessment (M.O.A)

AF = Application Form

I = Interview

T = Test or Exercise

CRITERIA	ESSENTIAL	M.O.A
Qualification skills and Knowledge	<ul style="list-style-type: none"> • A minimum of 2 years proven experience developing and managing relationships with charitable trusts • Excellent organisational skills and meticulous attention to detail • Experience of putting together budgets for applications • Excellent communication skills, both verbal and written • Excellent research skills • Ability to prepare and present detailed reports to a variety of audiences • Ability to produce compelling cases for support and tailor their messages appropriately • IT literate and competent in all aspects of Microsoft Office • High level of self motivation and experience of working under one's own initiative as well as a member of a team 	
CRITERIA	DESIRABLE	M.O.A
Qualification skills and Knowledge	<ul style="list-style-type: none"> • A member of the Institute of Fundraising • Recognised fundraising qualification 	

	<ul style="list-style-type: none"> • Experience of fundraising from trusts, foundations or other sources • Experience of producing project budgets • Experience of report writing • Experience of legacy marketing and management • Experience of working in the charity sector • Experience of database management • An understanding of GDPR, charity law and Institute of Fundraising codes of practice 	
Personal Characteristics	<ul style="list-style-type: none"> • Good organisational skills – forward thinking with a logical mind • Confident and happy to speak in public • Effective powers of persuasion • Excellent time management skills with the ability to prioritise own workload, deal with conflicting demands and meet tight deadlines • Ability to build collaboration among colleagues when managing a project or bid in order to ensure the highest quality work output • Self-motivated, able to work on own initiative as well as part of a team • Willing and able to work outside office hours, including weekends when necessary • Willingness to undertake training relevant to the role 	
Legal requirement	<ul style="list-style-type: none"> • As a legal requirement, the candidate must undergo an enhanced DBS check 	