

Job description

Job title:	Senior Fundraising Executive – Trust, Statutory and Lottery (TSL)
Location:	Loman Street, London, SE1 0EH
Responsible to:	Director of Fundraising and Marketing Communications
Salary:	£26,004 per annum plus £3,000 Inner London Weighting per annum
Contract:	Permanent
Hours:	35 hours per week
Annual leave:	26 days plus 11.5 bank holiday and office closure days
Pension:	After probationary period matched employer contribution up to maximum of 5% of salary

Main aims of the post

- To raise funds from Trusts, Statutory and Lottery sources to agreed targets, for Carers Trust's work.
 - To work with the other Senior Fundraising Executive – TSL and the Director of Fundraising and Marketing Communications (DoF&M) to deliver Carers Trust's TSL fundraising strategy.
 - To build relationships and account manage own portfolio of funders.
 - To take a lead role in working with colleagues across Carers Trust to compile strong cases for support to prospective funders.
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Scope and accountability

The post holder will:

- have a lead role in achieving TSL income targets and successfully delivering TSL fundraising strategy, in line with agreed income targets set by the DoF&M
- be responsible for developing and account managing their own portfolio of funders
- will be part of the fundraising team and will work closely with another TSL fundraiser.
- be supported by the DoF&M

Carers Trust is a registered charity in England and Wales (1145181) and in Scotland (SC042870).
Registered as a company limited by guarantee in England and Wales No. 7697170.

Registered office: 32-36 Loman Street, London, SE1 0EH

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Duties to include

Fundraising and Research

1. Responsible for income generation of restricted and unrestricted income through regular mailings to charitable trusts and foundations and statutory funders, in line with targets agreed with the DoF&M
2. Undertake research to compile prospects' lists and produce funding briefs.
3. Keep abreast of new funding opportunities and agree approaches with colleagues
4. Account manage own portfolio of grants, including compiling and producing progress reports in line with funders' requirements and their deadlines.
5. Work with the DoF&M on the account management of large grants, including those funded by lottery and statutory funders
6. Provide specific fundraising support to the DoF&M as required
7. To represent Carers Trust at specific events

Fundraising Administration

8. Update and maintain Raisers' Edge to ensure all TSL records are updated
9. Coordinate with appropriate colleague(s) in finance to ensure that TSL donations received are recorded accordingly on Raiser's Edge and on Carers Trust's financial system on the same day.
10. Ensure all donors are promptly thanked within standards set for response times.
11. Keep the DoF&M informed when donations are received.
12. Maintain up to date and accurate paper and electronic files on funders and prospects

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.
As TRUSTED Carers Trust staff, we are:
Team Workers – supporting each other toward a common goal.
Responsive – putting ourselves in others' shoes and responding to their needs.
United – working as one organisation meeting challenges together.
Supportive – enabling one another to do a great job.
Transparent – being honest and open with one another.
Enterprising – being bold, pro-active and evolving.
Diverse – understanding and celebrating the different things we each bring to Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying particular attention to the reporting of dangerous situations.
- To have a commitment to developing quality by the implementation of Carers Trust quality evaluation tools along with any other standards set by Carers Trust.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that equal opportunity principles are applied at all times.
- To undertake any other duties that may be considered commensurate with the level of the post.

Person specification

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of fundraising from charitable trusts, working in a small fundraising team with proven track record in raising income • Understanding of the statutory and lottery fundraising environment • A track record of success in preparing funding proposals for a range of programmes, including core and restricted appeals • Experience in account managing grants from charitable trusts and foundations, and ideally from statutory and lottery funders • Ability to communicate effectively and enthusiastically in writing, face to face and by phone about Carers Trust and its fundable projects to potential funders. • Experience of fundraising research. 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent 	<ul style="list-style-type: none"> • Fundraising qualification
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Ability to work comfortably with a wide range of supporters and prospective funders. • Ability to plan and organise a varied and busy workload, including handling conflicting priorities and meet deadlines • Ability to work closely and effectively with a small team of colleagues across Carers Trust. • Ability to communicate effectively both face to face and in writing. • Good numeracy skills • Credibility, tact and diplomacy. • Good writing skills including the ability to prepare effective briefing notes, research profiles, applications, proposals and letters. • Good computer skills, including Word processing, MS Excel, Internet and ability to use PowerPoint. 	
<p>Knowledge</p> <ul style="list-style-type: none"> • Good understanding and knowledge of trusts, statutory and lottery fundraising and the voluntary sector • Good knowledge of Raiser's Edge database • Good knowledge of administration and office systems (manual and computerised). 	<ul style="list-style-type: none"> • Understanding of and interest in carers' issues
<p>Other</p> <ul style="list-style-type: none"> • Self-motivated and enthusiastic. • The post may involve some evening and weekend work for which time in lieu will be given. Some flexibility with hours and travel is required. 	