



TRUST FUNDRAISER

Department:	Fundraising & Engagement
Job title:	Trust Fundraiser (3 days per week)
Reports To	Major Gifts & Trusts Manager
Based at:	Head Office, Leatherhead, Surrey
Salary:	Up to £34K per annum (pro rated to £20,400)

Rainbow Trust Children's Charity enables families who have a child with a life-threatening or terminal illness to make the most of time together, providing expert, practical and emotional support, where they need it for as long as it is needed.

Job Summary

The Trust Fundraiser works closely with the Major Gifts & Trusts Manager to drive Rainbow Trust's fundraising programme via charitable Trusts and Foundations.

Maximising the value and contribution of our funders is key to delivering the impact we want to see for the children and families supported by Rainbow Trust. Building strong relationships and understanding what motivates our supporters is fundamental to our plan to grow income from major funders.

In this role you'll co-manage the Trusts portfolio, building strong and lasting relationships with supporters to fund and grow our support services. You will identify and research trust and foundation prospects, working across the organisation, to influence funders and their contacts through excellent stewardship, including high-quality writing, meetings and phone calls.



Areas of Responsibility

(specific to role)

- Cultivate strong working relationships with a portfolio of trust and foundation supporters, increasing their engagement and support of the charity
- Identify and research new prospective trust funders, finding creative ways to engage with them to secure funding
- Develop and submit high quality and compelling grant proposals to Trusts by working collaboratively with the Major Gifts & Trusts Manager, care services, Data Impact lead and the wider fundraising and engagement team
- Provide the highest level of donor care, including creative stewardship for existing supporters, meeting all grant terms and responding effectively and promptly to enquiries received from donors, funders and prospects
- Identify the most appropriate approaches for specific trusts and opportunities to increase giving and secure multi-year gifts
- Attend relevant meetings, conferences and forums to increase funding opportunities available to the organisation
- Keep abreast of news about funding opportunities/income streams from charitable trusts
- Maintain accurate records on your own portfolio including tracking opportunities and fundraising results
- Maintain a strong understanding of the issues faced by families caring for a seriously ill child and how our service can benefit them
- Be a key member of the Philanthropy Team
- Use Donorfy to accurately plan and log activity
- Feed into monthly reporting on Trusts and Foundations activity
- Keep up to date with fundraising activities of other relevant charities and identify opportunities for collaboration or replication

General Responsibilities



**SUPPORTING FAMILIES
WITH A SERIOUSLY ILL CHILD**

Leadership and Strategy

- Identify new opportunities and proactively recommend changes to our funding strategy
- Provide guidance and direction for volunteers and interns
- Commit to the Performance Management Process and develop stretching objectives to meet the business plan
- Provide the leadership for the area of responsibility that ensures success in meeting agreed objectives
- Contribute effectively to the strategic planning and budgeting process
- Professionally represent the department and charity both internally and externally
- Take responsibility for own professional development following the PDAP process
- Monitor compliance and operate with relevant legislation, best practice and corporate policy
- Live the Rainbow Trust values.

Operational and Project Planning

- Take individual responsibility for agreed outcomes objectives
- Develop own individual work programme in consultation with line manager to weekly, monthly, quarterly and annual time frames
- Contribute to team and department planning events and activity
- Monitor project and work programme progress against agreed KPIs and targets, reporting any variance
- Negotiate with suppliers to ensure best value for money is obtained
- Organise own time and resources effectively and use initiative.

Working with Customers and Service Delivery

- Maintain effective relationships with funders and suppliers
- Act as representative of the charity to a variety of external and internal audiences with funders, high net worth individuals and in different contexts and events
- Ensure requests for information and action from supporters are responded to promptly and their reasonable expectations are met
- Relay information and supporter contact to the appropriate internal contacts
- Ensure that excellent supporter care standards are met and exceeded
- Report any complaints received to the team from supporters, suppliers or any other external or internal contacts.

Developing, Maintaining Systems and Procedures

- Ensure processes are consistently and accurately followed including by using Donorfy to record a pipeline of potential prospects and pledges made
- Take a continuous improvement approach to activity striving for maximum efficiency and effectiveness

- Ensure that data relevant to area of responsibility and activity is appropriately recorded and stored in Donorfy
- Utilise and interrogate data to monitor progress towards individual objectives
- Contribute to data collection and analysis exercises across the department
- Ensure regular data cleansing is actioned and contacts are current
- Ensure compliance with data protection guidelines, GDPR, confidentiality and corporate policy.

People Management and Development

- Support in the recruitment and retention of high calibre volunteers and interns through effective supervision (following best practice guidelines for managing volunteers/interns)
- Inspire and provide advice and support to volunteers and interns under the direction of line manager and to Volunteer Management guidelines
- Recognise and value the contribution of volunteers and interns.

Team Working and Collaboration

- Lead and champion the implementation of continuous business improvement and people development initiatives, including Buddying, PI and SBI processes
- Collaborate with colleagues to deliver on priorities and objectives
- Proactively share professional knowledge and expertise to colleagues and provide timely advice in line with policies and procedures
- Collaborate effectively with colleagues in all teams to deliver on priorities and objectives
- Proactively participate in team meetings, away days and the staff conference
- Provide advice and guidance to other team members, volunteers and interns
- Contribute to team building initiatives and activities including SBI feedback.

Special Conditions

- All staff have a responsibility to maintain an up-to-date knowledge and awareness of issues around the safeguarding of children, through the completion of the relevant training at a level commensurate with their role
- All staff must adhere to, Rainbow Trust's safeguarding policies and procedures
- The post holder may work out of the office meeting supporters and stakeholders. Some out of office hours may be required to facilitate this
- Some UK travel may be required
- The list of responsibilities outlined above are not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.

PERSON SPECIFICATION

Trust Fundraiser

ESSENTIAL

DESIRABLE

Experience

(Previous roles,
types of organisations)

- Experience of Trust fundraising or a similar role
- Experience of producing communications for trusts and foundations, high value donors or equivalent
- Experience of managing and developing supporter/customer relationships, including communicating with and influencing donors/customers on the phone, face to face and in writing
- A proven track record in meeting targets.

- Management of volunteers.

Special Competencies

(Specific job-related skills
knowledge understanding)

- Strong research and application writing skills
- Excellent customer care skills
- Ability to work with a range of internal and external people, including trust administrators and trustees
- Experienced negotiator with an ability to influence verbally and in writing
- Proficient in standard office software.
- Able to manage donor information using database and paper systems with careful attention to detail.

- Management of statutory contracts.

Disposition

(Influence over others,
dependability, self-reliance)

- Builds and maintains effective working relationships
- Working accurately within established standards and guidelines
- Multi-tasker - faster-than-average pace to meet deadlines
- Quick learner with a positive response to pressure and challenge
- Socially focused attitude with task-based collaboration
- Motivating and persuasive communicator.

PERSON SPECIFICATION

Trust Fundraiser

ESSENTIAL

DESIRABLE

Thinking Style

(Practical, conceptual, innovative, traditional, change orientated)

- Collaborative decision maker supporting established policies and procedures
- Careful, critical scrutiny of new ideas to maintain standards
- Quick evaluation based on knowledge and minimising risk
- Proactive, expertise-based problem solving, overcoming obstacles
- Strong, friendly follow up on delegated tasks to ensure proper results.

Attainments

(Academic & prof qualifications & training)

- Evidence of literacy and numeracy appropriate to the level of the role
- Educated to at least A level/or equivalent.

Motivation

(Ambition, money, security)

- Achieving accurate and timely results
- Recognition for high performance
- Broadening of responsibilities
- Genuine interest in the business, agenda and needs of others.

Circumstances

(Mobility, special demands of job, unsocial hours)

- Commitment to own continuing professional development
- Some flexible working to accommodate UK travel.