JOB DESCRIPTION

Job Title: Trusts and Grants Fundraiser

Reporting to (Job Title): Fundraising Manager

Hours 2 Days (14 hours)

Salary £27,500 - £30,000 pro rata

Location Home-based (UK)

Revenue Responsibility (direct): Budgeted annual income

Date of issue: 27 October 2023

OVERALL PURPOSE OF ROLE

OVERVIEW

Alex, The Leukodystrophy Charity (Alex TLC) is a small, independent rare disease charity competing for essential resources within an extremely competitive arena.

Like many other small charities, we have grown organically from an informal support group to the recognised voice for leukodystrophy patients and their families.

Leukodystrophies are a group of rare, genetic neurodegenerative disorders that can have a devastating impact on individuals and families.

We acknowledge that support will always be limited and work towards diversity of income through our charity shop business (5 sites), corporate partnerships, voluntary income, and grant-making trusts.

The Trusts and Grants Fundraiser will join our small fundraising team, working under the management of the Fundraising Manager to meet budgetary targets. The Trusts and Grants Fundraiser will develop large grant bids to support core support services, existing and new projects.

Working with the CEO and support service staff to understand the impact of Alex TLC’s activities, they will develop long-term fundraising relationships with significant funders, and research new potential funders.

Alongside large grant bids, they will manage our small voluntary grants fundraising team and create a comprehensive schedule of bids and a creative portfolio of template proposal content.
MAIN RESPONSIBILITIES

- Develop and implement a small grant applications system
- Identify new opportunities to create a robust pipeline of funding opportunities
- Create and manage a schedule of large grant applications in line with budget requirements
- Work with the CEO and support team to understand project funding requirements and impact
- Develop high-quality funding proposals to secure income for core income and project work
- Manage and steward relationships with existing and new trusts and foundations
- Recruitment, management, and support of the Voluntary Grant Fundraising Team

ADDITIONAL RESPONSIBILITIES

- To assist any member of the Alex TLC team outside the scope of your post – when reasonable and necessary
- To work as a member of our small, dedicated team
- To uphold the values and ethos of the charity
- To become familiar with the basic aspects of leukodystrophies and the challenges faced by our beneficiaries

BENEFITS

Performance-related bonus.

Pension scheme.

Opportunities to attend Alex TLC events.

Be a part of an award-winning and innovative grassroots charity.

LOCATION

The role is part-time and home-based for 14 hours per week. Working patterns will be agreed upon appointment.

This successful candidate must have the right to work in the UK and will be expected to come to the office, or nearby meeting space, for quarterly face-to-face meetings, expenses for which will be paid. The office location is Alex TLC Charity Shop, 45 Peckham High Street, London SE15 5EB.
PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND TRAINING

ESSENTIAL:

- A minimum of 2 years working in the fundraising sector and meeting financial targets,
- A minimum of 2 years’ experience in successfully securing income (including multi-year gifts) from trusts and foundations
- Experience in prospect research and pipeline management
- Ability to write clear and precise funding bids and reports to trusts and foundations
- Ability to understand operational information and transform it into digestible proposals and communications for key stakeholders
- Excellent stakeholder management skills
- Ability to communicate effectively and professionally with a wide range of individuals such as internal colleagues, beneficiaries, external collaborators, stakeholders, and donors
- Ability to work in collaboration with key staff members
- Ability to work under pressure and to deadlines
- Experience using eTapestry or other CRM system
- Excellent IT skills including MS Office and Google Drive
- Knowledge of GDPR principles within fundraising

DESIRABLE:

- Persuasive interpersonal and negotiation skills
- Understanding of the fundraising challenges faced by small charities in the current climate
- Knowledge of the rare disease landscape