



# Bright Hope

in North West Leicestershire

## Job Description

<b>Post Title:</b>	<b>Trust and Grants Fundraiser</b>
<b>Salary:</b>	Minimum starting salary at £34,000 dependent on experience and with a 6 monthly review
<b>Hours of work:</b>	30 hours per week to be worked flexibly
<b>Location:</b>	Hybrid working, but travel will be required within North West Leicestershire
<b>Responsible to:</b>	Charity Trustees
<b>Leave:</b>	25 days per year plus Bank Holidays – pro rata

## Purpose

To generate income for Bright Hope in North West Leicestershire to meet the growing needs of the charity. The post holder will be responsible for the generation of restricted and unrestricted income to meet the funding requirements of the organisation by application to relevant trusts and grant providers. The fundraiser will work with the Charity to develop an annual fundraising plan and implement actions as required.

## Responsibilities

### Trusts and Grant Making Organisations

- Source funding streams for restricted and unrestricted funding as required
- Develop and submit tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations
- Develop a strong portfolio of funding sources through research, and establish / maintain good relationships with sources
- See all trust fundraising activities through to completion, preparing all necessary reports both for external and internal use
- Produce and submit all relevant reporting information in partnership with the Charity Trustees and Treasurer



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## Reporting

- Update on progress of grants and trust fundraising activity
- Maintain an up to date pipeline of all existing applications, awarded, declined and potential funding.
- To provide the Charity with detailed monthly reports including an updated pipeline document
- To maintain a database of funders including outcomes
- To report on grants as required

## General

- Contribute new ideas for fundraising and identify suitable new fundraising initiatives
- Participate in the day to day work of the Charity – such as attending team meetings and Trustees meetings as required, taking a flexible approach to general administration and support tasks
- The post holder will be required on occasion to work outside normal working hours to attend meetings and presentations and any other occasions when your professional attendance is required.
- The post holder will be required to ensure that any data systems under their control are kept secure and properly managed.
- To act as an ambassador for Bright Hope in North West Leicestershire at all times.

## Note:

This job description does not form part of a contract of employment and exists to give an indication of the duties and responsibilities that the post may currently involve. The exact nature of these duties and responsibilities may be subject to change over time and the post holder will be expected to carry out any work that is commensurate with their position that may be reasonably be required of them.

This position will require the post holder to undertake an enhanced Disclosure and Barring check (DBS).