



<b>Job Title</b>	Fundraiser - Trusts & Foundations
<b>Reports to</b>	CEO
<b>Department</b>	Central
<b>Working Hours</b>	22.5 hours per week (working pattern to be agreed)
<b>Competency Level</b>	C3

### **Main purpose of job**

The role of the Fundraiser is to secure grants, principally, but not exclusively, from Charitable Trusts and Foundations to financially support the charity's various activities, services, and development projects. Upon successfully securing grants, the work that will be funded will help us to achieve our charitable objects – namely, improving the lives of those in the BS3 postcode area of South Bristol, as well as helping to sustain the charity into the future.

Working with the CEO, other members of the Senior Management Team (SMT), and others to increase BS3 Community Development's grant income, identifying potential funders, and writing compelling funding applications to support the charity's priority areas.

### **Key tasks and responsibilities**

- Responsible for researching and identifying suitable grant and other funding opportunities that will support the work of the charity within our fundraising strategy.
- Undertake research, as required, to support each grant application.
- Identify what supporting evidence is required by funders for grant applications and work with SMT Members and others to ensure that we gather what is required and use as needed.
- For those grants that are applied for, complete the charity's required paperwork (such as, but not limited to, our EQIA (equality impact assessment tool), and pre-grant application checklist).
- Work with the Finance Team to populate budgets (to ensure Full Cost Recovery (FCR) as part of the pre-grant checklist).
- Write inspiring and high-quality grant applications to a wide range of funders and submit before any deadline.
- Where required, work with SMT and other managers to ensure that they are aware of, and maintain, accurate records so that they can develop and provide required reports to funders.
- Develop and maintain an active pipeline of applications to potential funders to secure regular income streams.
- Populate a funding calendar for prospective and secured grants (submission deadlines, decision dates, end dates for successful applications, etc).
- Develop and manage relationships with key grant giving and other funding organisations to support ongoing fundraising.
- Attend fundraising/ grant writing events, groups, workshops, etc, as agreed and as required.
- Share success and case studies with our social media teams for promotional/ community benefit.



### Essential Skills

- Proven grant writing experience with a track record of securing higher value (£30K+) grants across several years.
- A positive and proactive approach to work.
- A creative thinker who is comfortable working both independently and with others.
- A self-starter, deadline-hitter, and great communicator.
- The ability to organise and prioritise workloads.
- An analytical mind and strong attention to detail.
- The skills to write creatively, persuasively, concisely.
- The ability to synthesize complex information and present in an understandable way.
- Skilled at using research and data to make strong applications for funding.
- Good overall IT skills, including experience working with fundraising databases.
- Ability to develop and maintain new relationships.
- Passionate about communicating the charity's purpose to potential funders.
- Discretion and honesty, understanding the confidential and possible sensitive nature of some of the information you will be working with.

### Desirable Skills

- Experience and understanding of the various voluntary sector funders in Bristol and UK-wide.
- Knowledge of South Bristol, in particular BS3.
- Knowledge of BS3 Community Development.