

Job Description

Job Title:	Trusts & Foundations Fundraiser
Responsible to:	Fundraising Manager
Hours:	22.5 or 30 hours per week – can offer flexibility for the right candidate
Work Location:	Portslade Village Centre, 3 Courthope Close, Portslade, BN41 2LZ / Home-working Can offer flexibility for the right candidate
Salary:	£24,000 - £28,000 FTE (37.5 hours) depending on experience
Term:	Permanent
Direct Reports:	None

Extratime Overview:

Extratime is an award-winning charity providing play and leisure activities for hundreds of children and young people with and without disabilities across Brighton & Hove and West Sussex. At Extratime clubs and holiday schemes, children and young people with disabilities, complex medical needs and conditions such as autism, have the specialist support they need to have fun, try new things and make new friends. Families consistently tell us that that Extratime is their 'life-line' and this has been especially important during the pandemic as even the most resilient families with children and young people with disabilities have been extremely isolated and vulnerable. Our virtual Extratime@Home offer along with lots of other creative new ways to support families have been vital for our families and supported by our partners and funders.

The specialist care we provide broadens horizons for children and young people, and for their families, alleviates some of the extreme pressure of caring for a child with a disability.

Please check out our website to see more about us and what we do: www.extratimebrighton.org.uk

Role Overview:

We are seeking an experienced Trusts and Foundations Fundraiser to support our established trust fundraising programme. The successful applicant will work with the Fundraising Manager to write successful funding applications, manage reporting requirements and respond to all enquiries accurately and efficiently. We are seeking someone with considerable experience in trusts and foundations fundraising, a passion for writing, and an interest in improving the lives of children with disabilities and their families in Brighton & Hove and West Sussex.

To ensure the most efficient use of Extratime's resources, we prioritise high value fundraising. The main focus of this role will be to support the Fundraising Manager by writing high quality, targeted funding applications to a range of charitable trusts and foundations and other grant making bodies, including local authorities. There may also be times when you will be required to respond to other fundraising activity, for example supporting challenge event participants or fundraising initiatives organised by our supporters in our community.

Main Duties

Trust Fundraising

- Work with the Fundraising Manager to secure one-off and multi-year grants from charitable trusts and foundations to support Extratime's work
- Write targeted, compelling bids for core funding and existing projects as agreed with the Fundraising Manager. Initially you will use our existing case for support and prospect list to meet the fundraising target for 2022-23 and beyond.
- Work within agreed key performance indicators (KPIs) to achieve income target

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- Conduct research and share findings with Fundraising Manager to feed into the pipeline of prospective funders
- Ensure donors are thanked promptly for their donation
- Work with Finance & Office Lead to provide accurate and timely information to meet funders reporting requirements
- Use and develop the existing Excel fundraising database to log and co-ordinate applications and outcomes
- Assist in the production of online and printed marketing materials, content, and press material
- Lead on annual Christmas card e-mailing to funders and other stakeholder groups

Community Fundraising

- Respond to occasional community fundraising enquiries, including challenge events, providing support and guidance to existing and potential supporters
- Manage fundraising partnerships with community and corporate supporters as necessary
- Assist with the organisation of small fundraising events from time to time
- Attend occasional fundraising events in the local community (some of which may be in the evenings or at the weekends)
- Liaise with Finance & Office Lead to ensure social media pages are kept up-to-date with fundraising news

Team work

- Quickly develop an understanding of Extratime, our work and our values
- Develop relationships with the Core team, Venue Leads and staff working directly with children and young people in venues. Work with team to ensure the integrated fundraising and communications strategy represents the needs and aspirations of the children and their families
- Represent Extratime at occasional local and national networking events as required

General

- Manage own workload and competing priorities to meet deadlines alongside short, medium and long term objectives
- Work within Extratime policies and procedures, with particular regard to Safeguarding, Health & Safety, Equal Opportunities, Data Privacy and Confidentiality
- Work as part of the Core Team, supporting colleagues by sharing knowledge, best practice and contributing positively to team meetings and organisational development
- Fulfil any other duties considered reasonable as directed by the CEO

Person Specification

Essential Experience, Skills & Knowledge

1. Experience of securing four and five figure, multi-year and one-off grants from charitable trusts and foundations
2. A strong track record and passion for writing successful, targeted funding applications
3. Proven ability to analyse data, extract and present key information in compelling funding proposals, project budgets and delivery plans
4. Outstanding verbal and written English skills and the ability to influence decision making
5. Highly organised, efficient and self-motivated
6. Proven ability to communicate effectively and sensitively with a range of audiences; including children and young people, parent carers, partners, donors and prospective funders
7. Results driven with demonstrable experience of working to and achieving targets
8. Effective research skills and experience in identifying prospective new funders and income streams to meet the charity's objectives and to fund specific projects

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9. Excellent IT skills, including proficient use of Microsoft office to produce high quality and compelling funding applications and grant reports
10. Understanding of the trust and foundation market place, current and emerging trends
11. Understanding of the needs of children with disabilities and their families (or willingness and ability to learn quickly)

Essential Qualifications

1. Educated to A level or equivalent, including English and Maths GCSE

Personal Attributes

1. A passion for social justice and equality of opportunity
2. A flexible and personable approach
3. A commitment to high standards of customer care
4. A positive, 'can do' attitude and the ability to work on own initiative
5. A keen eye for detail and a high level of accuracy
6. Ability to remain calm, confident and make decisions when under pressure
7. Ability to apply judgement as to when to escalate issues

Desirable Experience, Skills & Knowledge

1. Skilled and experienced in monitoring, performance evaluation and reporting
2. Experience of the local high value fundraising community
3. Experience of digital, corporate and / major donor fundraising
4. Experience of working with or fundraising for children and young people
5. An understanding of working with/service provision for children and young people and/or people with disabilities

Desirable Qualifications

1. Educated to degree level
2. Professional fundraising qualification or equivalent

IMPORTANT:

We will ask you to demonstrate that you have the right to work in the UK under the Asylum, Immigration and Nationality Act 2006. For UK citizens, this simply requires a UK passport.

As part of Extratime's procedure for checking the suitability of applicants we require that all workers hold an Enhanced DBS check. If you do not have a portable Enhanced DBS, we will support you to complete the DBS registration before you can start work with us.