

JOB DESCRIPTION

Job Details:	
Job Title:	Philanthropy and Trusts Lead
Grade:	6
Department:	Fundraising
Directorate:	Marketing & Engagement
Reporting to:	Head of Fundraising
Responsible for:	Trust Fundraiser and volunteer
Location	All flexible working arrangements considered

Job Summary/ Main Purpose:

To maximise income from charitable trusts, foundations, non-statutory funding bodies and major donors, undertaking detailed research, writing compelling applications and maintaining effective relationships with donors, including timely impact reporting.

Positioning of new activities and ongoing service provision in fresh and compelling ways is crucial. You will play a key role in helping to ensure projects and activities are in a position to present to funders, and in matching those projects to what you know through maintenance of relationships is most likely to inspire them to donate.

You will deliver innovation through ideas & creativity and be a key leader within the organisation – helping to make ambitions deliverable by securing strategic funding. You will be supporter centric in your approach putting the needs of our community above all else.

Main Duties and Responsibilities:

- Research, plan and develop a robust strategy and targeted pipeline of opportunities to secure unrestricted and restricted income from a range of trusts, foundations, grant-giving bodies and wealthy individuals.
- Liaise closely with Senior Leadership and senior members of clinical and non-clinical teams to understand and maintain up-to-date knowledge of the Hospice's current and future strategic objectives, in order to appropriately shape this income stream's strategy and activities.
- Take a proactive approach in identifying services, activities and equipment that could be packaged as fundable work/projects, working closely with all relevant departments to help develop such projects into strong proposals.

- Craft compelling, detailed and well-referenced cases for support, proposals and applications to trusts/foundations/grant-giving bodies, addressing their specified priorities or requirements.
- Work with the Finance team to produce accurate, detailed budgets for funding applications, incorporating a full cost-recovery model where possible and appropriate in order to contribute to the core running costs of the Hospice.
- Maximise income opportunities by nurturing excellent relationships with current, prior and new donors through timely and meaningful thanking activities, the production of compelling impact reports and updates, and the planning and implementation of a robust stewardship programme (including holding meetings with senior trust representatives and major donors, events, and other touch-points).
- Research prospective new donors (locally and nationally), cultivate relationships and submit compelling applications, with a view to securing new, valuable, multi-year/long-term partnerships.
- Work closely with the identified leads of successfully-funded projects across the Hospice to support the timely delivery of projects, monitor associated spend, and ensure outcomes are appropriately monitored, recorded and reported.
- Develop the potential of grants and major donor fundraising across the Hospice by improving processes, systems and increasing understanding amongst clinical and non-clinical teams.
- Maintain a strong relationship with other members of the Fundraising and Business Development teams to ensure information on current and planned fundraising activities is shared, and opportunities to work together are acted upon efficiently and effectively.
- Support other members of the Fundraising team by regularly sharing news, stories, updates and written examples of services activity and developments, as well as supporting Hospice fundraising events and activities.
- Help to raise the profile of Dorothy House through attendance at networking events and meetings, and the promotion of successful funding approaches and relationships via digital and printed avenues.
- Support, manage and inspire the Philanthropy and Trusts Team, both paid and volunteers, to help them achieve their individual objectives and contribute to the overall objectives of the team and Dorothy House
- Maintain an awareness of trust and philanthropy fundraising trends, news, events and legislation in the UK in order to implement best practice and continuously evolve the Hospice's strategy in this field.
- Ensure effective data management and comply with data protection legislation, ensuring all actions, relationships and communications are methodically logged on the CRM system.
- To undertake training when necessary and participate in regular appraisals and performance reviews, delivering the same for your team

Personal Development

- Undertake required core induction, departmental induction, statutory and mandatory training.
- Collaborate with other members of the team where appropriate in order to learn necessary skills to fulfil the requirements of the role.
- Attend relevant internal training courses.
- Attend relevant external networks / training.
- Proactively maintain relationships with a mentor or coach as set out in your personal development plan

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health except for designated areas. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Person Specification -

Criteria	Essential	Desirable
Proven experience of successfully raising funds from trusts and foundations	✓	

Experience of building relationships with current and prospective major donors to achieve income targets		✓
Basic understanding of CRM databases and ability to ensure records are maintained directly and through your team	✓	
Proven success in achieving challenging targets in a variety of contexts	✓	
Skills and Abilities		
Strong creative writing skills to prepare effective bid proposals	✓	
Ability to produce high quality reports & narratives	✓	
Able to lead strategic and innovation processes and deliver against the objectives derived from them	✓	
Ability to take ownership of projects and work both independently and as a valued part of the team		✓
Attention to detail with a good standard of literacy and numeracy	✓	
Good verbal communication and interpersonal skills and be a confident relationship builder both internally and externally	✓	
Highly organised and systematic but flexible and able to prioritise workloads	✓	
Ability to skill share to help uphold the learning culture within the team	✓	