

JOB DESCRIPTION

Job Title: Trusts and Foundations Fundraiser

Location: Lingen Davies Cancer Fund offices at Royal Shrewsbury Hospital. Potential to work from Telford and Newtown offices and homeworking on occasions.

Hours: Full time (37.5hours) or 08.FTE (30 hours) per week. Hours will usually be worked between 7.30am and 6pm to meet the needs of the organisation. Some evening and weekend work may be required (time off in lieu given)

Main Purpose of the Role

Working with colleagues to grow and develop our fundraising activities across Shropshire, Telford and Mid Wales, with a focus on developing support from Trusts and Foundations.

Researching new prospects for philanthropic giving and writing compelling bids to fund activities within the Lingen Davies programmes of work. Making recommendations for likely funding bids and tracking application progress. Ensuring all monitoring and evaluation is completed in line with funder requirements. Using internal CRM system to ensure accurate data recording.

Communicating with colleagues and external delivery partners to maintain a clear understanding of our projects and identifying areas for project development in line with available funding.

Supporting the work of the wider Lingen Davies team, attending events, making presentations and taking part in fundraising activities as required.

Key Tasks

- Researching prospective grant funders, assessing their suitability and making recommendations for approaches. Maintaining a strong understanding of the national picture of Trusts and Foundations grant making
- Writing compelling funding bids to attract support for Lingen Davies projects, working towards ambitious financial targets and report with regular updates
- Maintaining an excellent understanding of Lingen Davies' current work and areas of interest, identifying areas for growth in line with current funding opportunities. Work with the wider team to identify opportunities for funding bids
- Keep in regular and appropriate contact with current funders, ensuring that monitoring and evaluation requirements are met
- Liaise with colleagues to ensure appropriate publicity of grants received, including any meeting any conditions imposed by the funder
- Using your writing skills to support the wider communications work of the charity as required

- Support the wider team in organising and delivering fundraising and engagement events
- Deliver speeches and presentations to a range of audiences across the community
- Work with colleagues to assign new supporters to the appropriate team member, ensuring an excellent supporter journey for all supporters
- Make full use of our internal Customer Relationship Management System to ensure useful and accurate records of activities are kept.
- Support the general activities of the fundraising team and wider charity, working collaboratively and identifying opportunities for growth across the region

Responsibilities of all staff

- Work collaboratively with colleagues from across the charity to share ideas, contacts, and opportunities. Support charity-wide initiatives and activities as required.
- Represent Lingen Davies at external meetings where relevant
- Build and maintain close relationships with colleagues across Lingen Davies, alerting them to potential health promotion and income generation opportunities and working collaboratively on key initiatives, including major events
- Contribute to a positive working environment, including working collaboratively to overcome operational challenges and improving internal systems.
- Be available for and represent the Lingen Davies Cancer Fund at publicity events, cheque presentations, etc. addressing audiences as appropriate and promoting the charity
- Carry out other tasks that are within the scope, spirit and purpose of the role

Person Specification

Education

- Educated to A Level/NVQ Level 3 standard or be able to demonstrate equivalent professional experience.

Knowledge, Skills and Experience

- Experience of writing successful funding bids and/or business cases. The ability to tell a compelling story through your writing
- Experience of presenting or pitching, ideally within a business-to-business environment
- Strong communication and listening skills, with the ability to put forward a clear and compelling narrative
- Experience in public speaking and/or networking
- Working within clearly defined budgets and towards ambitious fundraising income targets
- A good eye for detail, with the ability to write accurate reports and provide appropriate monitoring and evaluation data
- Ability to work at times without direct supervision, using agreed procedures to manage your own workload
- Confident with use of computer systems, including Microsoft products such as Word, Excel and Powerpoint as well as experience of using a CRM database or similar.

Values and Personal Attributes

- Friendly, warm positive and professional
- Able to take direction as well as work on own initiative, and think on your feet
- A team player, with a willingness to support colleagues and be adaptable
- Enthusiastic and resilient, with a passion to deliver
- A genuine desire to make a positive difference to lives affected by cancer in Shropshire, Telford & Wrekin, and Mid Wales
- A willingness to working within the Lingen Davies Values:
 - Ambitious and Committed
 - Honest and Resourceful
 - Experienced and Progressive
 - Friendly and Supportive
 - Proud to be part of our amazing community

This role will require some travel across our region of Shropshire, Telford & Wrekin, and Mid Wales. Ideally, the postholder would hold a full, clean driving licence with access to a vehicle insured for business use. However, this is not an essential requirement for this post, provided that the postholder is able to access our office bases in Shrewsbury, Telford and Newtown as required.