

# Trust and Grants Fundraiser Job Description



**Line manager: Fundraising and Business Development Manager**  
**Direct reports: None**

## **Diversity Commitment**

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PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children and families from many different backgrounds. We continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve and applications from people from under-represented groups are particularly welcomed.

## **The Role**

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The Trusts and Grants Fundraiser is part of the Fundraising and Business Development team, playing a significant role in securing and growing the organisation's income.

The role is responsible for building a robust pipeline of new and potential funders, writing, and submitting compelling funding proposals and applications that showcase the amazing work the charity does and illustrate what a huge difference the funding would make. Specifically, the Trusts and Grants Fundraiser will be responsible for growing the charity's income from trusts and foundations, lottery bodies and other grant makers with a particular focus on medium to large funders.

The post holder will be self-motivated and proactive in approach with exceptional experience and skills in research, written and verbal communication, a track record of securing restricted income, planning and working with project budgets and meeting their fundraising targets. They will be an excellent ambassador for PACT, building strong internal and external relationships, and importantly with a passion for the welfare of children and vulnerable adults.

## **Key Tasks**

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O	Proactively keep up to date with the external fundraising environment, identifying trends and creating innovative responses to maximise PACT's fundraising abilities.
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O	Identify and research suitable trusts and foundations to apply for financial support and to conduct thorough diligence exploring all potential consequences of securing funding through these.
O	Record relevant information to the Fundraising database, share research findings and coordinate applications with the wider Fundraising and Business Development team.
O	Contribute to the creation of compelling cases for support on which funding applications/requests will be based, liaising with other departments and beneficiaries to ensure these are well informed and costs are accurate and updated.
O	Collaborate with the wider Fundraising team to identify a pipeline of opportunities for income generation.
O	Work with the Fundraising and Business Development Manager to agree priorities in the flow of the pipeline to maximise productivity and success rate.
O	Write tailored applications to trusts and foundations for agreed PACT projects and services, working towards achieving fundraising targets, primarily for core funding and also for development projects, where appropriate.
O	To be responsible for managing the application process – from clarification of criteria, through to managing a timeframe of activity to meet deadline and ensuring the submitted proposal is of high-quality and reflects PACT's standards of excellence.
O	Ensure any reporting requirements are communicated, understood and fulfilled (includes any restrictions in the use of funds) and produce up-to-date reports for staff, management and the Board.
O	Provide grant administration support for grants received from a range of funders including Trusts and Foundations, central and local government.
O	Coordinate with the Finance and Fundraising teams to ensure that PACT grant funds and donations received are recorded accordingly and using the internal financial system.
O	Ensure all donors are promptly thanked according to the standards set for response times by the Fundraising team.
O	Maintain up to date and accurate records on funders and prospects.
O	Develop and maintain an excellent knowledge of the charity's services and build relationships with service managers to research, design, write and submit detailed funding applications and report to all relevant grant-making bodies.

<input type="radio"/>	Account manage and build relationships with relevant funders ensuring all donors are canvassed in an appropriate way, and provide monitoring, evaluation and reporting as necessary.
<input type="radio"/>	Keep up to date with project development and communicate progress to funding bodies.
<input type="radio"/>	Arrange for prospects and donors to visit the work of the charity, when relevant.
<input type="radio"/>	Contribute to the production of fundraising presentations and materials such as cases for support and case studies and ensure fundraising activities are well represented in internal and external communications (PACT Connect, Enews, website and social media and external opportunities).
<input type="radio"/>	Supervise and support trust fundraising volunteers.
	<b>Other</b>
<input type="radio"/>	Safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times.
<input type="radio"/>	Deputise for the Fundraising and Business Development Manager in their absence.
<input type="radio"/>	Undertake any other duties deemed commensurate with this post as directed by the line manager.
<input type="radio"/>	Take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work.
<input type="radio"/>	Demonstrate and uphold PACT's commitment to equality, diversity and inclusion.

### **Person specification**

<b>Essential Attributes</b>	
<input type="radio"/>	Can demonstrate proven experience of working in a similar trust and grants fundraising role(s) with a track record of consistently achieving fundraising targets.

<input type="radio"/>	Proven experience of submitting winning funding applications (writing compelling case studies and creating successful campaigns) of trusts and foundations fundraising, securing donations at a five and six figure level.
<input type="radio"/>	Experience of researching funder needs and translating these into tailored applications.
<input type="radio"/>	Commitment to and enthusiasm for the aims of the organisation, confidently representing and being a positive advocate of PACT.
<input type="radio"/>	Adopts a self-motivated and proactive approach using own initiative to overcome challenges, seek solutions and remain flexible.
<input type="radio"/>	Is organised and proficient at working to deadlines. Can plan and prioritise efficiently managing conflicting demands; whilst remaining positive and adaptable either working independently or collaboratively within a small team.
<input type="radio"/>	Good interpersonal skills, listening and communicating effectively to build effective working relationships within team, across PACT and externally.
<input type="radio"/>	Excellent written and verbal skills with high attention to detail and confident presentation skills. Fluent in written and spoken English.
<input type="radio"/>	Proficient in use of Microsoft Office: Outlook, Word, Excel, database systems and virtual tools: Teams and Zoom

<b>Desirable Attributes</b>	
<input type="radio"/>	Experience of working in the voluntary sector.
<input type="radio"/>	Experience of effective networking with different organisations at different levels.

This is a part time post based in our Reading office with hybrid working arrangements in place to accommodate both office and home working. Flexible working arrangements available within Monday to Friday, 8.30am to 5pm. Some occasional evening and weekend working is required.

*PACT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Anyone joining our team is subject to PACT's Safer Recruitment pre-appointment enquiries. These include the provision of documentation of the right to work in the UK, Disclosure Barring Service (DBS) check, overseas police check where applicable and references covering a minimum 5 year period. All opportunities are based in the UK.*