



Job description

Job title	Trusts & grants fundraiser
Job summary	To contribute to SeeSaw's sustainability by maximising income through a planned programme of trust and grant fundraising
Responsible to	The Director
Accountable to	The Board of Trustees
Salary scale	£28,000 to £30,000 fte, depending on skills and experience, for 15 hours per week.

Specific duties

- Identify and research potential trusts and grant making bodies
- Compile an annual calendar of applications and reports
- Prioritise applications which will most reliably generate the most money to optimise the value from the time spent.
- Write persuasive grant applications in line with SeeSaw's values, priorities and fundraising strategy
- Work with the SeeSaw team to understand the service, the ethos and the organisational objectives
- Work with the Finance Manager to understand how best to cost SeeSaw's activities for applications
- Record grant conditions and ensure they are being met,
- Report back to funders on deliverables, outcomes and impacts
- Build and maintain relationships with existing and potential supporters, including social media activity as a grant condition
- Maintain good working relationships with SeeSaw staff, supporters and Trustees in order to harness contacts and networks which will assist applications.

- Work closely with the other members of the fundraising team to ensure that messages are aligned, and contacts are shared.
- Produce quarterly reports for the Trustees' Fundraising Subgroup meetings
- Keep up to date with fundraising regulations and best practice and ensure all work is undertaken within the framework of the Fundraising Regulator's Code of Fundraising Practice.
- Contribute to reviewing and planning of fundraising income, budgets and strategy
- Assist the Director with the writing and implementation of fundraising policies and procedures
- Attend regular team and department meetings and any events relating to the work of SeeSaw as required.
- Undertake any other reasonable tasks related to the aims of the service and contributing positively to the overall work of SeeSaw.

Trusts and Grants Fundraiser Person Specification

ESSENTIAL	DESIRABLE
<p>Experience and qualifications</p> <ul style="list-style-type: none"> • Experience of writing trust and grant applications for third sector organisations • Track record of successful income generation through trust and grant applications • Awareness of fundraising challenges faced by charities • Ability to engage and network effectively 	
<p>Skills & knowledge</p> <ul style="list-style-type: none"> • Good literacy and numeracy • Excellent written and verbal communication • Excellent interpersonal skills • Strong IT and organisational skills • Good time management, able to work to deadlines and determine and focus on priorities • Good attention to detail and high level of accuracy 	<ul style="list-style-type: none"> • Familiar with using CRM databases
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Approachable, flexible and collaborative approach to teamwork • Self-motivated and able to work independently • Emotionally resilient • Able to make and sustain good working relationships • Energy and enthusiasm, and commitment to SeeSaw. 	<ul style="list-style-type: none"> • Flexibility in terms of hours and location