



JOB DESCRIPTION

Job Title: Trust Fundraiser

Hours: 17.5 hours per week - Flexible Working

Salary: £26,060 Pro-rata Per Annum + Pension

Responsible to: Chief Executive

Main Purpose of Job:

To increase revenue for Midlothian Sure Start as well as promoting the Organisation, through a variety of fundraising, marketing and communication activities.

Main Tasks

- To develop an agreed fundraising strategy
- To achieve agreed grant income targets through writing successful grant applications and supporting the organisations tendering
- To maintain an up to date working knowledge of funders and their criteria, through ongoing research of potential trust and grant funders
- To sustain excellent relationships with current funders and develop similar with new and prospective funders to prompt ongoing and increased giving
- To ensure that funders receive accurate outcome focused reporting information within agreed timescales

Donor Acquisition & Development

- Research sources of potential income including Corporate bodies, trusts and donors;
- Develop and maintain a fundraising database;
- Create engagements plans and make approaches to those prospects identified;
- Match external funding opportunities with internal priorities;
- Manage the Organisation's relationships with Corporate bodies, trusts and donors;
- Create and regularly review tailored engagement and development plans for each allocated donors, analysing key information to inform actions aimed at maintaining or increasing support; and,
- Lead on agreed actions with these donors, including: