

## **Job Description**

### **Trust and Grants Fundraiser Job Specification**

iheart is an innovative and dynamic charity that has been providing much needed resilience and wellbeing programmes to young people, teachers, and parents in the UK and other countries. We have a big vision; to create a systemic change in the way we address youth mental health.

Owing to continued growth we are currently recruiting a Trusts and Grants Fundraiser to join an ambitious team. The role holder must have at least two years' experience in Trust and Grant Fundraising. You will be working alongside the Chief Executive and Head of Fundraising to grow this income line by implementing a strategy, developing compelling funding proposals, and building relationships with new and existing grant funders.

#### **Key tasks**

- To monitor and manage the existing Trust and Grant pipeline, solidifying long term support from existing trust and grant funders.
- To research new relevant Trusts and Grant making bodies, preparing and writing applications and taking personal responsibility for this income stream.
- To further develop ideas for compelling funding proposals working closely with relevant colleagues across the charity.
- To prepare all relevant reports required by Trusts and Grant making bodies.
- To regularly reforecast the Trusts budget and produce accurate reports, analysing performance against agreed key performance indicators for charitable trust income.
- To identify areas of growth. This could include industry award entries, institutional/statutory or international grant funding where applicable.
- To liaise closely with the Marketing Manager on all relevant stories that can be utilised to enhance both fundraising and public awareness of grant giving.
- To represent the charity at cheque presentations and other public events as necessary

#### **General**

- To be responsible for the co-ordination of administration and correspondence.
- To record Trust fundraising activity on Salesforce.
- To work with members of the Finance team to develop project budgets.
- To keep up to date with new Trust funding developments, and where appropriate statutory funding developments.

#### **About you**

- At least two years' experience in a non-profit role as a Trust & Grants fundraiser.
- Experience of success in delivering results against set targets.
- Experience of building effective relationships with individuals in helping solicit support from Charitable Trusts and Grant making bodies.
- Excellent analytic, written, verbal communication, interpersonal, and presentation skills.
- Strong proficiency in MS Office.
- Previous experience in using a fundraising database. E.g. Salesforce.
- Interest and understanding of trends in Charitable Trust and Grant making fundraising.

In the first instance please email a copy of your CV to [jeremy@iheartprinciples.com](mailto:jeremy@iheartprinciples.com)

