



Our vision is a society where dementia is wholly understood and accepted, enabling people living with dementia to be fully supported throughout the whole of their journey

Job Title:	Trusts & Statutory Fundraising Manager
Reports to:	Head of Fundraising, Marketing and Communications
Salary Grade:	SO2 SCP 26 – 28 (£29,636 to £31,371) (2021/22)

Job Advert

Are you creative and persuasive? Do you thrive in a busy but rewarding environment? Then please read on.

We are looking to recruit an experienced and talented writer to join our dynamic fundraising team to secure funds from Trusts and Foundations – you will be an impressive and creative writer who is able to develop a series of engaging bids under the direction of the Head of Fundraising, Marketing and Communications. If you are inspired by our charity, can demonstrate success and achievements in a similar role, are organised with excellent attention to detail and have a passion for what you do, we would love to hear from you!

We are a growing charity who have big plans and ambitions to support people living with Dementia in an unprecedented way. Dementia Support is a young local Charity based in Tangmere near Chichester and we have now created the first ever 'one stop shop' for those living directly or indirectly with dementia. In our state-of-the-art Hub "Sage House" which opened in May 2018, we deliver a wide range of vital services under one roof, providing the latest support, information, advice, activities, and care to those living with Dementia and memory loss.

The successful candidate will be responsible for stewarding a current pipeline of donors whilst also identifying and prioritising potential funders and matching them with relevant charity projects and services. You will write persuasive grant applications to achieve income targets and will be required to work with colleagues to evaluate outcomes and report to funders.

You will bring skills and experience, energy to work creatively, strong initiative and most of all, a positive can-do attitude. You will take ownership of the existing application pipeline which will be your responsibility to maintain and develop.

It is an exciting time to join the charity, we are young and ambitious and keen to grow and expand our services.

To apply please send a copy of your CV and a letter of no more than 2 pages setting out why you are interested in applying for the position and send it to Suzanne.cole@dementiasupport.org.uk. If you would like to discuss the role in more detail, please speak to James Lovell on 01243 888 691.

Please note that if you are shortlisted and asked to come for interview you will be required to complete a written task.

Closing date: 22nd October 2021 at 12.00 pm.

Interviews will be held on a rolling basis. We may close the advert prior to the deadline if we are able to appoint before the closing date, so we encourage early applications.

Job Purpose

To contribute towards the successful achievement of the Fundraising, Marketing and Communications strategy, taking responsibility for raising funds from both charitable trusts and statutory funders. This role is responsible for all aspects of the management of the relationship with grant and statutory funders including the research, development, implementation and management of a grant funding programme for specific projects and core services to meet budgetary requirements.

The delivery of significant and sustainable fundraising income streams is a key element of Dementia Support's ambitious fundraising strategy over the next 5 - 10 years. Working closely with the Head of Fundraising and Communications as well as the wider fundraising team, the role will support the delivery of a new strategy, raising both income and awareness of Dementia Support.

Duties & Responsibilities

This job description is a summary of the main responsibilities of the post and duties may change and vary from time to time to meet the needs of the charity and its customers. Responsibilities will include those listed below:

- ✿ Manage all aspects of the relationship with funders, from the development of appropriate grant applications, monitoring and reporting on grants awarded.
- ✿ Achieve agreed annual targets by developing strong, lasting relationships with Trusts and Statutory funders.
- ✿ Identify potential grant making funders through research to maximise opportunities for achieving successful funding proposals.
- ✿ Develop high calibre and compelling grant applications and funding proposals to achieve agreed income targets.
- ✿ To ensure all donors are thanked in a timely manner, provide progress updates and reports and submit the required level of grant monitoring.
- ✿ Maintain close working relationships with relevant staff across the service delivery team to ensure that funding proposals meet project and service development needs.
- ✿ Develop collaborative working relationships internally to evaluate outcomes and report to funders.
- ✿ Attend meetings and events and represent Dementia Support to donors and potential donors, expounding our vision, purpose, and achievements.
- ✿ Contribute to the development and management of cultivation and stewardship events as required taking an active role in developing relationships with Trust and Statutory supporters.
- ✿ Undertake administration to ensure all records and files are maintained and accurate, through the utilisation of the database as well as all paper files.
- ✿ To work with the Marketing Manager and other team colleagues in communicating with donors, sharing information where appropriate and assisting in the development of project updates and reports for newsletters, the website and on-line fundraising news.
- ✿ Work collaboratively with all Dementia Support staff to help them understand the value of working in partnership with the fundraising team as an integral part of service delivery.
- ✿ Participate constructively in induction, regular supervision, appraisal and relevant training. To contribute positively to continuous improvement of services.
- ✿ Maintain confidentiality in line with organisational policy in relation to customers, staff and business sensitive information.
- ✿ Work in line with the policies and procedures of Dementia Support and act as a representative of the charity in all your duties.
- ✿ Undertake any other duties commensurate with the role that may be required and are appropriate to the post, as requested by the Head of Fundraising and Communications (or the Chief Executive in their absence).

Skills & Abilities

- ✿ Be able to implement and monitor strategy and report against targets.
- ✿ Able to interpret budgets and present in a clear and accurate way to potential funders
- ✿ Excellent verbal skills and creative written communication skills.
- ✿ Diplomatic and tactful, with a proven ability to communicate well and to engage and motivate with a broad range of people.
- ✿ Excellent prioritisation and organisational skills with good time management.
- ✿ Good attention to detail in all aspects of work e.g. maintaining records, grammar etc.
- ✿ Good computer literacy skills, including Word, Excel, PowerPoint and Outlook.
- ✿ Good interpersonal skills with the ability to build strong relationships and influence to get results through good internal and external working relationships.
- ✿ Be able to work well in a team and on your own initiative
- ✿ Able to respect the unique contribution of every individual and work positively in a diverse environment.
- ✿ Be willing and able to work outside of normal hours as necessary.

Experience

The post holder should be able to demonstrate the experience of;

- ✿ Raising funds from charitable trusts, statutory grants or other fundraising sources.
- ✿ Developing tailored funding proposals specific to the needs of operational staff.
- ✿ Research and identifying funding opportunities.
- ✿ Using a contact management database to manage donor relationships.
- ✿ Donor and grant management, fulfilling all reporting requirements.
- ✿ Working to targets and delivering to deadlines.
- ✿ Building relationships within the team and across the organisation to support the delivery of fundraising plans and objectives.
- ✿ Knowledge of, or a very keen interest in, dementia, older people's issues and disability.

We cannot serve our diverse customers without firstly celebrating the diversity of our workforce. As an equal opportunities employer we work hard to create an inclusive culture where everyone feels a sense of belonging. As a charity we welcome and value diversity. Successful candidates will be subject to pre-employment checks, including references and a Disclosure & Barring Service check.