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**Ferne Animal Sanctuary Job Description**

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| **Job Title:** | TRUSTS AND GRANTS OFFICER |
| **Reports to:** | Head of Fundraising |
| **INTERFACES:** | TrusteesCEOSenior Management TeamStaffFundersExternal stakeholders |

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| **Purpose of Job:**  To generate sustainable income from trusts and grant making bodies. To research existing and potential funders, draft letters of application and complete applications for funding.To nurture existing and potential funders, contributing to the delivery of the overall fundraising strategy. |

**Key Tasks and Responsibilities**

* To research relevant trusts and grant making bodies, prepare and write applications and take responsibility for this income stream.
* To record and maintain accurate and up to date records for trust fundraising activity. Ensuring that record keeping on etapestry is both accurate and compliant with GDPR requirements and sanctuary policies.
* To develop compelling funding proposals working closely with relevant colleagues across the

charity.

* Forge close working relationships with the fundraising team and other departments to ensure that trust fundraising is an integrated income stream that contributes to the charity’s overall strategy.
* To build relationships with new trusts and grant making bodies.
* To prepare all relevant reports required by Trusts and Grant making bodies.
* To monitor income form grants and trusts and produce accurate reports, analysing performance against agreed key performance indicators for charitable trust income.
* Liaise closely with the Fundraising and Marketing team to plan and deliver any marketing, press and social media requirements, for funding sources that can be shared to enhance both future fundraising and public awareness of the charity.
* Support and contribute to the fundraising strategy and annual business plan.
* To be an effective and engaged member of the fundraising team, supporting colleagues and sharing best practice across areas

GENERAL DUTIES

* Working closely with Head of Fundraising to maximise income generation
* Contribute to FRM Committee meetings
* Work with FRM Chair to construct the agenda, attend and take minutes.
* Promote good relations with the general public.
* Contribute towards the desired climate and wellbeing of employees working and living at the Sanctuary.
* Contribute to Website content, magazines and e-newsletters.
* To take part in strategy and planning meetings alongside other members of the Fundraising Team and input into annual budget planning.
* Work with colleagues across the charity to develop project budgets.
* To understand and adhere to the values and objectives of Ferne Animal Sanctuary
* Support Visitor Services covering breaks and gaps in rotas where needed.

WORKING CONDITIONS

* There is the option for flexible hours and remote working for this post

The Sanctuary reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to its needs.

Job Descriptions only reflect 80% of a role and are not an exhaustive list of duties. You will be expected to carry out other activities that are within the scope of the role.

**Person specification**

* Relevant experience of trust and grant making fundraising and appeals
* Excellent planning and organisational skills to multi-task and prioritise workload effectively
* Excellent written and verbal communication skills
* Ability to work under own initiative and manage own workload
* Experience of success in delivering results against set targets
* Strong attention to detail
* Sound IT skills
* Highly organised with good attention to detail
* Excellent time management skills
* Knowledge of the requirements of GDPR
* Interest and understanding of trends in charitable trust and grant making funds