

**DEMELZA HOSPICE CARE FOR CHILDREN**

**JOB DESCRIPTION**

**JOB TITLE** – Senior Trusts and Project Development Executive

**REPORTS TO** – Trusts and Project Development Manager

**PURPOSE OF ROLE**

- To maximise income from Foundations, grant giving organisations, Charitable Trusts and livery companies.
- To account manage a number of key mid-level charitable trusts, foundations, grant giving organisations and livery companies and to be a representative of Demelza, maintaining our values at all times.
- To work closely with the Trusts and Project Development Manager to increase income, the pipeline and the calibre of applications with an innovative and proactive approach and attitude.
- To package up Demelza’s running costs and project work into appealing and impactful asks to be used by the entire fundraising team.
- Manage the Trusts and Project Development dashboard, ensuring it is kept up to date
- Lead on prospecting and provide training where needed

**KEY RESPONSIBILITIES**

**1. To develop income from Charitable Trusts, Foundations, Livery Companies and Grant Giving Organisations**

- Lead on the mid-level trusts and foundations
- To work with the Trusts and Project Development Manager on large multi-year applications should there be competing deadlines
- Assist with the implementation of the Trust Fundraising Strategy in consultation with the Trusts and Project Development Manager and the Deputy Director of Fundraising.
- Support the identification of opportunities to increase income from current supporters, researching new potential income streams, developing cases for support, making regular applications and monitoring progress.
- Research potential new supporters and develop a rolling programme of applications for both unrestricted and restricted donations
- To seek regular meetings with grant givers, and attend where appropriate.
- To arrange visits to Demelza for new and existing supporters.

**2. To deliver outstanding account management to Foundations, grant giving organisations, Charitable Trusts and livery companies**

- To implement a communications programme to keep our key stakeholders up to date and deliver timely, impactful and interesting reports and outcomes.

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- To produce personalised and detailed thank you letters.
- Maximise opportunities to engage with Foundations, grant giving organisations, Charitable Trusts and livery companies through invitation to appropriate events or organising specific events to appeal to this audience.
- To develop relationships with key Trust Administrators, key Trustees and Foundation Directors engaging them in the work of Demelza.
- To arrange follow up visits for grant givers as required.
- Lead on the stewardship and ideas for updates to send with newsletters and at Christmas

### **3. Assist with the research and writing of compelling Case for Support and oversee the restricted giving programme**

- In liaison with the Trusts and Project Development Manager, Deputy Director of Fundraising and the Communications team, write compelling cases for support and where appropriate, case histories to support them.
- In collaboration with the Finance team, maintain the list of restricted donations to ensure these are not offered out once they are fully funded.

### **4. Project Fundraising and Management**

- Working with the Trusts and Project Development Manager, develop a suite of running costs packaged up into compelling projects
- Have the ability to manage a project from application through to ensuring the money is spent in line with the funding agreement, whilst giving excellent feedback to the funder
- To provide high-quality internal and external communications to ensure all stakeholders are kept up to date with developments/changes/challenges of funded projects

### **5. Team Participation**

- To actively participate in regular department and monthly team meetings, contributing to strategy, discussions and decisions which will benefit the development of fundraising activities for Demelza.
- To ensure ownership and accountability to demonstrated across personal and team objectives, to support the delivery of the Trusts strategy.
- To participate in the wider Fundraising and Marketing Team to share ideas, co-ordinate programmes and develop strategic alliances.
- To communicate the Trusts strategy to all Fundraising staff and to maintain a close working relationship, working as part of a team, actively participating in all Fundraising activities and wider Demelza opportunities as required.
- Build and maintain beneficial links with other departments within the organisation.

### **6. Communication**

- To produce monthly reports as directed and effectively utilise Donorflex (donor database) to full advantage.
- Ensure all donors wishes are acted upon with regards to publicity, either ensuring that the donors remain confidential if that is their wish or that the gifts are reported upon, publicised if appropriate and that all communication is accurately recorded on Donorflex.

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- To contribute interesting, high quality information on the events programme for Board reports, newsletters and other regular communications.
- To ensure the Trusts and Foundations area of our website is accurate and regularly updated.

## 7. General

- To keep up to date on best practice and developments within the charity sector and particularly changes to fundraising regulations and codes of practice.
- To ensure that all activity is run in compliance with the Fundraising Preference Service, Institute of Fundraising, HMRC, Information Commissioners Office (ICO), and Gambling Commission rules and regulations, keeping abreast of all developments and guidelines.
- To undertake any other duties as may be reasonably required from time to time.

## PERSON SPECIFICATION

### Essential

- Significant experience of trust fundraising including writing proposals and prospect research
- Excellent communicator, with ability to translate complex project information to individuals outside of Demelza
- Excellent, impactful and compelling writing style with experience of packaging up running costs into compelling projects
- The ability to forge excellent working relationships with teams and individuals across the organisation
- Ability to think innovatively about funding issues for the Charity.
- Strong analytical skills
- Good IT skills, including a comprehensive knowledge of the Microsoft Office suite of programs especially Excel and Word
- Ability to manage competing workloads and prioritise where necessary
- Knowledge of confidentiality and Data Protection issues
- Able to work methodically with a high level of attention to detail
- Able to work under pressure and meet tight deadlines
- Able to work on own initiative and be a good team player.
- Willingness to travel, as required

### Desirable

- Proven track record in securing high-value or multi-year income
- Educated to Degree level or equivalent
- Experience of using fundraising and relationship database
- Full driving licence
- Membership of Institute of Fundraising

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**The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the organisation. This document will be reviewed in consultation with the post holder as the role and services provided by the organisation develop.**

**Demelza is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**Employees are required to attend mandatory training as required by their role. Employees are expected to make reasonable efforts attend and engage in development training as part of their role within Demelza. Training may be delivered through a variety of on site and off site methods.**

**All employees are required to participate in staff performance reviews and supervision and to make all reasonable efforts to attend training and staff development as identified and agreed.**

**Employees must take the initiative to actively seek out training updates required for their role and for mandatory training, within training expiry time frames. Employees can find their current training records on the HR Database.**

**ISSUE DATE – November 2018**

**REVIEW DATE – September 2019**

**VERSION NUMBER - 1**

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