

# CarersBucks CarersMK

## JOB DESCRIPTION

Job title:	Fundraiser (Grants and Trusts)
Job aim:	To raise income for the charity by researching, creating and sending applications. To manage relationships with donors, including the preparation of impact reports.
Location:	Fully remote, with option to work from our offices in Aylesbury or Milton Keynes during working hours, if preferred.
Annual Leave:	25 days annual leave (pro rata) which increases with long service + bank holidays.
Benefits:	3 Christmas closure days Up to 5 days paid Carers Leave Employee Assist Programme Free annual flu jab Free annual eye test Work equipment (laptop/phone)
Salary:	£16,521/ annum (FTE £33,042)
Hours:	18.5 hours per week.
Duration:	Fixed Term for 1 year, with possible extension.
Responsible To:	Operations Manager

## Main Responsibilities:

These include, but are not limited to:

- Working with the senior management team to create new and innovative projects for funding proposals.
- Researching funding opportunities and submitting applications to those whose missions and visions align with ours.
- Creating a pipeline of potential donors through robust and regular research of funding opportunities.
- Working with service managers to ensure they understand their obligations with regards to funding received, and ensuring that they record the correct information to enable you to produce reports as required.
- Building relationships with charitable trusts and foundations with the aim of cultivating long-term relationships.

- Recording fundraising activity and working towards an agreed annual target.
- Other duties as reasonably required by your line manager.

### **Key Skills and Attributes**

- Excellent writing skills and the ability to communicate information in a compelling manner.
- Excellent organisational skills – you must be able to prioritise and balance a range of projects, ensuring key tasks are completed by expected deadlines.
- IT literate, including all Microsoft applications.
- Comfortable working with numbers and able to interpret data and budgetary information.
- Ability to bring the charities to life for potential supporters
- Detail oriented and able to work well under pressure.

### **Person Specification**

#### **Qualifications and Experience**

- Experience of working in a fundraising environment (E)
- Experience of grants and trust fundraising (D) *(if you don't have this specific experience you would need to demonstrate how the skills you do have are transferrable.)*
- Confidence to approach donors and build a rapport
- A full driving licence and access to own transport (D) *(alternatively you would need to be able to ensure you could attend meetings, as required, using public transport. If you did use public transport the time taken, over and above a standard car journey, would not be included in your working day.)*

#### **Personal Attributes**

- Highly self-motivated with ability to use own initiative and manage own workload. (E)
- A positive 'can do' attitude with a willingness to get involved in a variety of tasks. (E)
- Commitment to the mission, values and ethos of Carers Bucks and Carers Milton Keynes. (E)

E = Essential  
D = Desirable