

TRUST FUNDRAISING MANAGER - JOB DESCRIPTION

Reports To:	Director of Fundraising
Location:	Kisharon Head Office, London, NW9
Responsible for:	No line management responsibilities, occasional volunteer supervision may be required.

Kisharon is a charity that offers a broad range of education and support for children and adults with learning disabilities.

Our vision – is that people with learning difficulties will live in a world where they have the same opportunities as their mainstream peers.

Our mission – is to support each unique person so they can progress, achieve independence, enjoy life and be included in the communities in which we live, through meaningful vocation and a fulfilling social life.

Main purpose of role

- To maintain and develop an ambitious strategy to ensure that all opportunities for approaching and securing increased funding from Trusts, Foundations and other grant making bodies are maximised.
- To identify additional opportunities within the strategy to raise unrestricted and restricted funds from trusts, foundations and grants as appropriate.

Key areas of responsibility:

- To meet regularly with operational and service managers to identify budgeted activities that can be packaged as projects and matched to the appropriate donors.
- To ensure that projects include core organisational expenditure costs as far as possible.
- To assist with the monitoring of restricted funds, to ensure that items within budgets are not double funded.
- To make high quality funding applications and write project reports within donors' deadlines to achieve income targets each year according to the fundraising budget.
- To prepare and update detailed research on trusts, foundations and other grant making bodies.
- To ensure new income streams are researched and applications made as appropriate.
- To follow up on all applications to ensure that applications are fully considered and the final outcomes are monitored.
- To maintain accurate paper and database records on trusts and foundations.
- To contribute to fundraising and interdepartmental meetings as required.
- To communicate effectively with all stakeholders.

Management of grants/donations:

- To ensure that all donations and grants are properly logged on the database and acknowledged in a timely fashion.
- To liaise with the Finance Department to ensure that all trust pledges and ongoing annual awards are received.
- To ensure that the Director of Operations is aware of new funding and notifies service

mangers regarding project delivery.

- To develop feedback systems to meet reporting requirements within donors' deadlines.

Relationships:

- To assist in the creation of materials to keep donors informed of developments at Kisharon.
- To nurture good relationships with existing and prospective donors, developing stewardship programmes, with the support of the wider fundraising team. This will include demonstrating and showing to donors/prospective donors Kisharon's services and attending other events in order to present Kisharon's case for support.

General:

- To contribute to and implement innovative, practical and profitable ideas for the ongoing development of Kisharon's fundraising strategy.
- To support all colleagues within the fundraising team and undertake any other reasonable duties and activities as requested by the Director of Fundraising.
- To capitalise on the goodwill that exists in the community for Kisharon and reinforce it where it needs strengthening by being a positive ambassador at all times.
- To undertake training and attend courses as appropriate.
- This crucial role involves an expectation that the post holder will co-operate by working if necessary outside the working hours for events and meetings.
- The Fundraising Department is based at Kisharon's Head Office, but attendance at events and meetings at other Kisharon sites or other venues is taken to be part of the role.
- Kisharon works largely, though not exclusively, with members of the orthodox Jewish community and the post holder must understand and respect their beliefs and requirements as well as those of the wider Jewish and mainstream communities.
- To operate within Charity Law and Data Protection legislation and adhere to the Institute of Fundraising Codes of Practice.
- To make yourself aware of, abide by and support all Kisharon policies, including, but not exclusively, confidentiality and data protection, safeguarding of children and vulnerable adults, equality and diversity, non-discriminatory practice, Health and Safety and Jewish orthodox ethos, reporting all concerns to an appropriate person.

Job Specification

	Essential	Desirable
Knowledge & Experience	<p>Minimum 2 years proven successful experience in applications to charitable trusts, foundations and grant-makers and a comprehensive knowledge of statutory applications and major donor fundraising.</p> <p>An ability to write engaging and persuasive application letters and proposals to the highest standard.</p> <p>Strong interpersonal, networking and relationship building skills as well as the ability to influence and motivate supporters at the most senior level.</p> <p>Strong IT skills including sound knowledge of Microsoft Office applications, databases.</p> <p>First class administration skills, including competency in office procedures/systems and attention to detail.</p> <p>Excellent telephone manner.</p> <p>An ability to respect confidentiality at all times.</p> <p>Sound knowledge of Charity Law and Data Protection legislation and the Institute of Fundraising Codes of Practice.</p> <p>Assisting with other fundraising activities as required.</p>	Sound knowledge of the Jewish Community
Qualifications & Skills	Educated to degree level or equivalent.	Professional qualification
Personal qualities	<p>Commitment to Kisharon's values as expressed in the vision and mission.</p> <p>Excellent communication skills both in written work and verbal communication.</p> <p>Excellent analytical skills particularly with data analysis.</p> <p>Self-motivated.</p> <p>Team player.</p> <p>Flexible and adaptable, prepared to undertake duties in</p>	

	<p>addition to those described above as required.</p> <p>An ability to multi-task and prioritise workload under pressure.</p> <p>Ability to work carefully and methodically.</p> <p>Trustworthy</p> <p>Enthusiastic</p> <p>Prepared to give voluntary commitment for smooth running of department.</p> <p>Able unequivocally to respect, support, promote and work within a Jewish Orthodox ethos as detailed in the Staff Handbook.</p>	
Behaviours	<p>Quick and accurate.</p> <p>Always does what s/he promises within time frames agreed.</p> <p>Loyal with a positive 'Can-do' attitude.</p> <p>Appropriate, polite and supportive at all times.</p> <p>Excellent timekeeping.</p>	

KISHARON IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

This job description has been received and agreed by:

Name:

Signature:

Date: