



Senior Trust and Partnerships Fundraiser

Responsible to: Head of Fundraising

Liaises with: Children's Literacy Charity staff
Charity Trustees
Senior Leadership Team (SLT)
Trust, foundation and corporate funders
Institute of Fundraising

Job Objective: To contribute to the development and implementation of the organisation funding strategy for income generation from grant making trusts and foundations, corporate donors, and sponsors. Maintaining relationships with existing funders and seek out new funding opportunities.

Background

The Children's Literacy Charity is a small charity making a big difference through its specialist literacy support for disadvantaged children

The Children's Literacy Charity is the only organisation to recruit and train to a high level its own literacy experts and work with schools where the children who need this highly skilled support receive tailored, one to one tutoring. Our specially trained literacy tutors work with the most disadvantaged children in society to help them close their literacy gap. We believe this form of phonics based expert literacy intervention gives those children who are most behind, a crucial and potentially life changing step up. Every child on the programme makes progress: 97% of children supported by us narrowed their literacy gap in the last academic year. By Year 6, the vast majority of these children narrowed their literacy gap sufficiently in order to be able to start their secondary education with a fair chance of academic achievement alongside their peers. Schools work with the charity because of the strong, independently assessed evidence that our phonics based expert interventions are highly effective. The ambition is to provide high level literacy support to the most disadvantaged children in society from some of the most deprived areas in the country so that all have the chance to achieve their full potential.

We are looking for an experienced and enthusiastic individual to join our team and help drive our growth aspirations in fundraising. You will support the Head of Fundraising to meet annual income targets in line with our trust and partnerships strategy, by maximising income and engagement from charitable trusts, foundations, corporates and major donors. You will manage a portfolio of existing funder and supporter relationships whilst being proactive in seeking out new funding opportunities to build financial sustainability and growth.

Main duties of the role:

1. Programme funding

- a) To contribute to the development and implementation of operational plans to achieve income targets focusing on existing and new grant funders, through research and creating applications and proposals.
- b) Continue to develop the funding pipeline with a particular focus on grant funders, trusts and foundations, corporate partnerships, and major donors.
- c) Evaluate activity and report on the impact of that activity against agreed targets with a view to continuous improvement.
- d) Develop, write and submit compelling proposals and applications of the highest standard to secure both restricted and unrestricted funding.
- e) To be responsible for high standards of customer care with all current and prospective supporters, maintaining and developing a donor care programme for funders.
- f) To deliver against set income targets
- g) Work with the Head of Fundraising to facilitate relationships with potential funders across the UK, working collaboratively with colleagues from other departments

2. Team working

- a) Work collaboratively with colleagues from across the organisation to develop innovative project proposals to secure funding in line with the organisational strategy.
- b) Work with colleagues to establish and maintain a donor centred approach to relationship management in order to facilitate excellent grant management.
- c) To ensure that approaches to Funders are made utilising the charity's support team, trustees and senior colleagues across the organisation as appropriate.

3. Social media and administration

- a) To update the website regularly and effectively
- b) To send out regular e-newsletter emails
- c) Ensure effective and accurate recording of partnership working on Raisers Edge or alternative CRM and ensure information held is accurate and up to date.
- d) As a member of the Fundraising Team to keep accurate records for financial reporting.
- e) Willingness to work flexibly including evenings and weekends as necessary.
- a) To keep abreast of fundraising developments across the sector by networking with fundraising staff in other organisations, undertaking training and abiding by the Charities Act and ICFM codes of conduct.
- b) To carry out any other duties as required.

Person Specification

Candidates will be assessed against the following criteria:

Experience/Skills		
1	At least 18 months experience of working in a trust fundraising position successfully securing one off donations and multi-year funding from major grant funders, and charitable foundations.	Essential
2	Experience and knowledge of securing four and five figure donations from trust, lottery, corporates and/or major donors, contributing to the overall financial target of the team	Essential
3	Experience of researching and developing relationships with current and prospective funding partners and stakeholders	Essential
4	Experience of developing compelling funding applications and presentations for existing and new funding prospects	Essential
5	Excellent interpersonal, written and communication skills	Essential
6	Experience of contributing to annual strategic and operational plans	Essential
7	Experience of working to and meeting set deadlines	Essential
8	Experience of maintaining income and expenditure budgets and reporting against annual operating plans	
9	Experience of working with Raiser's Edge or another CRM database to interpret data analysis as well as ensure compliance across the team	Essential
10	An appreciation of the literacy struggles of disadvantaged and underachieving children.	Desirable
11	Knowledge of the education sector.	Desirable
12	Member of the Institute of Fundraising.	Desirable

Equal Opportunities

The Children's Literacy Charity recruits staff on the basis of their skills, experience, temperament and ability without regard to race, nationality, gender, age, sexuality, disability, religion or belief.



Outline Terms and Conditions

Hours:	This is a part-time role for 3 days per week with a minimum of 2 days in the charity's office
Location:	The office in South East London (SE16)
Salary:	£29,000 – £32,000 fte (dependent on experience)
Holidays:	30 days + Bank Holidays pro rata
Terms:	<p>Pension: If you are an eligible worker you will be auto enrolled into the NEST pension scheme. Details of this scheme will be sent upon commencement of employment.</p> <p>If you are not an eligible worker you are still entitled to join the scheme upon request and The Children's Literacy Charity will match contributions to your pension (up to 3%) after 6 months of employment</p>