



Trusts and Foundations Fundraiser – Job Description, Person Specification & Competencies

Name of Employee	
Date of Issue	
Department/Location	Fundraising & Communications
Reporting Line	Fundraising and Communications Manager
Grade / Hrs / Duration	Grade 3 / 22.5hrs / Permanent
DBS – Level Required	Enhanced
Location/s	The Gateway, Worthing with an expectation of travelling to all West Sussex Mind sites
Competency level	
Job Summary	
<p>West Sussex Mind, (WS Mind) a local mental health charity affiliated to National Mind that provides mental health support and prevention services and also works to raise awareness and tackle stigma and discrimination in local communities across West Sussex.</p> <p>The role of the Trusts and Foundations Fundraiser is to generate income and funds for West Sussex Mind in line with the WS Mind fundraising strategy by:</p> <ul style="list-style-type: none"> • Writing high quality applications for grants and to trusts and other charitable funders • Undertaking identification and research to identify new trust supporters • Maintaining and updating accurate fundraising databases to show potential bids, those in progress, timelines and outcomes • Delivering excellent customer care to our trust donors. • Achieving agreed targets on income through funding bids • Ensuring reports back to funders are written to a high standard and sent on schedule 	

- Supporting our Deputy CEO around the development of cases for support for projects/services where fundraising is required
- Producing high-quality cases for support
- Supporting the Fundraising and Communications Manager and fundraising team with other fundraising tasks.
- Collecting and presenting accurate and appealing information, including high-quality cases for support, to trust prospects and donors about West Sussex Mind's work
- Contributing to the smooth running of the team and effective fundraising by providing administrative and organisational support as needed
- Promoting best practice in fundraising.

Scope & Accountabilities

The role may manage volunteers.

The role may have some line management responsibility for staff and / or volunteers.

Priorities and objectives will be agreed regularly with manager. The post-holder will be expected to have some work flexibility across the week.

This role reports to the Fundraising and Communications Manager.

Key Tasks

1. To undertake research in a time-efficient way into funding opportunities which WS Mind could benefit from in relation to fundraising priority areas
2. To utilise West Sussex Mind's chosen AI to assist with research and development of bids, tenders, case for support etc., but to ensure every communication is checked and personalised to reflect West Sussex Mind's voice before distribution
3. Where applicable, to develop and maintain relationships with grant fund representatives and voluntary sector organisations
4. To develop and work in partnership with other organisations to plan strategies to raise funds for partnership projects
5. To write high-quality fundraising bids, applications and cases for support
6. To achieve agreed targets on funding bids
7. To support other WS Mind managers and staff to make bids where this is required and co-ordinate bids that are being made
8. To maintain records of bids being made, the responses and to follow up where bids are unsuccessful to elicit learning

9. To maintain records of all grants and trust funders and to ensure there is good acknowledgement and recognition of the support from grant and trust fund donors
10. To supply reports back to funders in a high written standard and on schedule
11. To support the head of operations as required around work involving tendering activities and opportunities
12. To keep up to date with statistical data, news articles and papers relevant to fundraising evidence of need
13. To be part of the fundraising team and to be aware of and contribute as appropriate around other potential areas for raising funds and income generation
14. To support with community fundraising when required
15. To attend the WS Mind Board of Trustees fundraising working group.
16. To undertake all administrative tasks relating to delivering above duties including reporting on activities undertaken as requested
To be aware of Health & Safety regulations, particularly related to work surroundings.
17. To adhere to the Policies and Procedures of West Sussex Mind.
18. To undertake any other tasks and duties as required as requested by the manager, head of operations or other manager which are reasonable as per level of role.

Person Specification - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

Essential Experience/Qualifications

- Evidence of previous training or learning (formal or informal) which relates to fundraising.
- Proven track record of raising funds following writing of funding bids, applications and or tenders

Preferred Experience/Qualifications

- Experience of working in a Fundraising Team

Professional & Technical Knowledge, Skills and Abilities

- Ability to write high standard funding bids, applications and tenders including ability to gather, assimilate and summarise information effectively and to a good standard of written English and to prepare accurate financial information and proposals.
- Ability to work independently and to a high level of effectiveness.
- Ability to utilise AI to assist West Sussex Mind in securing funding maintaining ethical, GDPR and EDI requirements
- Knowledge regarding the fundraising cycle and fundraising activities undertaken by charities.

- Knowledge, proven skills and/or training around making fundraising bids.
- Knowledge of project planning and development to support funding bids and contracts.
- Experience of supervising volunteers.
- Knowledge around, and a commitment to, services and support for people with mental health problems.
- Proven skills around working within others and in a team.
- Experience of working in partnership with other organisations.
- Highly motivated and able to learn and understand new concepts and apply new methods, whilst taking responsibility for their own personal development. Willingness to seek advice appropriately, to accept supervision and training as required.

I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

Signed: Staff member		Date:	
Signed: Line Manager		Date:	