

Position	Trusts and Grants Fundraiser
Salary	£22,000 - £25,000 pa Pro Rata
Hours	Part-time (15 hours per week)
Normal Place of Work	The Vassall Centre Gill Ave, Bristol BS16 2QQ
Reporting to	Operations and Fundraising Manager

Background to the post

MS Research Treatment and Education is a charitable organisation aiming to grow sustainably over the next few years. Our aims are:

- to advance and fund research into the disabling condition multiple sclerosis (MS)
- to assist people who have MS in the management of their condition through treatment and education services
- to act as a representative body addressing all areas of interest for those who have MS, those close to them and those who treat and research the condition.

The organisation is based in Bristol at The Vassall Centre, a friendly, fully accessible centre housing several charitable organisations. The post holder would be expected to work from the office or from home as agreed. They will need to attend regular meetings and participate in discussions with colleagues in the office. Parking is available on site.

This is a new role as part of our recently agreed investment in our fundraising, in order to deliver our strategic and operational ambitions in line with our five-year plan.

Reporting ultimately to the Trustees and the director for research and directly to the Operations and Fundraising Manager, you will be responsible for developing our trust fundraising capability, investigating, researching and making approaches for new funding. You will use your excellent communication skills to develop our case for support and to complete impactful professional applications.

To be successful in this role you will have experience of raising income from trusts, foundations and major grants (ideally within a medical context) together with excellent research, communication and relationship development skills. You will also be comfortable with working in a small team and with taking initiative and responsibility.

During the first 6 - 12 months, the successful candidate will be expected to establish themselves in the new role and develop our trust fundraising strategy. Some early income generation will be anticipated from established strategies and contacts. Post this establishment period an annual fundraising target for will be proposed and agreed with the Trustees.

Main role responsibilities

Strategy

- Lead on prospect research (trusts, foundations and major donors)
- Contribute to our other fundraising strategy activity and initiatives

Communication

- Develop a case for support that meets the needs of our target groups, in line with the MS Research strategy and vision
- Work closely with the chair of trustees and researchers and translate information accurately and in an easily understood way, to develop compelling cases for support in order to secure trust income
- Contribute to our communications strategy (including social media and online) for fundraising support

Fundraising

Regular Activities

- Raise an agreed income target from trusts, foundations and major grants within the year, taking personal responsibility for monitoring, recording and reporting on income performance
- Develop and maintain a long-term schedule for activity including applications, stewardship and reporting to ensure deadlines are met and relationships developed effectively
- Maintain records of the current live applications and report on the numbers and levels of applications each month
- Work to non-financial KPI's and submit performance reports

Fundraising Proposals

- To develop, prepare and submit high quality funding applications to trusts in line with their requirements as part of the overall MS Research fundraising strategy and to contribute to the achievement of the charity's overall fundraising target
- To maintain up-to-date information on the status of funding applications and to communicate this as appropriate
- Undertake targeted research to put the charity in the best possible position to secure trust support

Trust Income Management

- Ensure all funder reporting commitments are fulfilled to a high standard and within deadlines
- To keep abreast of the monitoring of projects to ensure that MS Research meets its obligations to funders and maximises the return on successful applications

Wider Fundraising Activity

- Collaborate with the Operations and Fundraising Manager on developing a robust approach to impact measurement and reporting across all fundraising activities
- Ensure knowledge of GDPR and charity regulation remains up to date especially how it relates to trust fundraising, ensuring work is within the legal framework

- Use and help develop the charity's CRM database effectively to support effective donor development

Relationship Development

- To identify and research fundraising opportunities for MS Research
- To help build relationships with prospects that offer new funding opportunities for MS Research
- Maximise peer-to-peer potential through a range of networks, working with trustees and other members of the fundraising team to identify potential influencers and connections
- To monitor developments in trust, foundations and major grants
- To assume responsibility for all current and potential trust donors to grow support for us and deliver bespoke stewardship plans
- Deliver a creative and personalised approach to donor recognition and appreciation

Person Specification

Essential Requirements

- To have prior experience of and successful track record in raising income from a range of trusts, foundations and grant giving bodies
- Experience of putting together successful funding applications
- Ability to present persuasively to individuals and groups
- Ability to conduct thorough and detailed research off and online
- Experience of working collaboratively with internal and external contacts to deliver successful fundraising relationships
- Strong ability to plan ahead and manage multiple priorities effectively

Key competencies & skills

- To have good interpersonal skills exhibiting a positive, creative and proactive approach
- To have good negotiation skills
- To have excellent communication skills, written and oral
- To have an ability to interpret and present data in a persuasive way
- To have good organisational skills and self-motivation
- To be target driven and able to work to and meet tight deadlines
- To have keen attention to detail
- To be able to contribute as needed to annual accounts, budgets and overview of financial data
- Excellent IT skills preferably including experience of working with a CRM database

Training opportunities will be available as part of your role.

A 3-month probationary period will apply.

Closing Date:

Friday, 2 November, 2018 - 18:00

How to Apply:

To apply, please send or e-mail a letter of interest, making a compelling case for why you would be the best candidate for this role. Tell us how your experience, skills and personal attributes meet the requirements of the person specification. Please also include your CV.

Contact Person: Abigail Wiltshire

Contact Email: abi.wiltshire@ms-research.org.uk

Contact Phone: 01179586986

Postal Address: The Vassall Centre Gill Avenue Fishponds Bristol BS16 2QQ