Trusts & Foundations Fundraiser

Job pack

Thanks for your interest in working at Age UK Wiltshire. This job pack should give you everything you need to know to apply for this role.

In this pack you'll find:

- Information about the team and role
- The role profile and person specification
- Our approach to equality and diversity

Want to chat about this role?

If you want to chat about the role further, you can contact us by emailing recruitment@ageukwiltshire.org.uk and we will arrange a suitable time to have a chat.

The Role:

Age UK Wiltshire is a trusted and influential charity dedicated to improving the lives of older people and unpaid carers across Wiltshire, Swindon and Southampton. Through a wide range of services, information, advice and community support, we enable people to live well, stay connected and remain independent for longer.

The role will grow and diversify income for Age UK Wiltshire & Southampton by identifying, cultivating and securing funding from charitable trusts, foundations and other grant-making bodies.

The postholder will develop and manage a strong pipeline of funding opportunities, prepare compelling and evidence-based applications, build positive relationships with funders and ensure that grants are effectively managed, monitored and reported.

Working closely with colleagues across the organisation, the postholder will translate our charitable objectives, services and impact into persuasive funding propositions that demonstrate the difference donations make to older people and unpaid carers.

The role will contribute directly to the organisation's financial sustainability, enabling us to maintain and develop services that help older people live well, remain connected and access the support they need.

Role profile:

Job Title:	Trusts & Foundations Fundraiser
Hours & Salary:	**Hours:** 28 hrs per week **Salary:** £27,000-£29,000 p/a FTE (depending on experience) (FTE 35 hrs p/w)
Benefits:	25 days leave entitlement, plus bank holidays, pro rata. Company pension with an employer contribution
Contract:	Permanent
Main Location:	Hybrid or based in Devizes, with travel throughout the Wiltshire area when needed.
Reporting to:	Fundraising & Marketing Manager
Direct Reports:	n/a
DBS	Basic

Data	IAO (Information Asset Owner): As part of your role with AUKW, you will be responsible for information assets, that is - data that we hold about the individuals we work with (Data Subjects). This means that under GDPR you are an Information Asset Owner (IAO).
Role purpose:	To grow and diversify income for Age UK Wiltshire & Southampton by identifying, developing and securing funding from charitable trusts, foundations and other grant-making bodies. The postholder will lead the development and management of a strong funding pipeline, producing compelling applications that demonstrate the impact of our work and align with funders' priorities. Working collaboratively with colleagues across the organisation, the postholder will identify funding opportunities that support existing services and enable new initiatives to respond to the needs of older people and unpaid carers. They will build lasting relationships with funders, ensure effective grant management and reporting, and contribute to the organisation's long-term financial sustainability and strategic ambitions.
First six months:	Review the portfolio, establish the pipeline, prioritise high-potential funders and agree an achievable income-generation plan.
Main responsibilities:	
Trusts and foundations fundraising	• Develop and deliver an annual trusts and foundations fundraising plan aligned with the organisation's strategic priorities and income-generation objectives. • Research and identify prospective funders whose priorities align with our services, geographical reach and charitable objectives. • Build and maintain a healthy pipeline of prospective, active and repeat funders, including opportunities for unrestricted, project and multi-year funding. • Prepare high-quality, tailored funding applications, expressions of interest, proposals and supporting documentation. • Develop persuasive cases for support using service data, case studies, impact evidence and organisational priorities. • Identify opportunities to increase the value and frequency of existing grants and develop longer-term funding relationships. • Monitor funding trends, grant programmes and application deadlines to maximise income opportunities. • Maintain accurate records of prospects, applications, decisions, awards and pipeline forecasts.
Funder relationships and stewardship	• Develop positive, professional relationships with trusts, foundations and grant-making bodies. • Arrange funder meetings, visits and opportunities to demonstrate the impact of our work. • Ensure funders receive timely acknowledgements, progress updates, impact reports and financial information.

	• Manage grant conditions and reporting deadlines, working with relevant colleagues to ensure compliance. • Seek opportunities to renew, extend or increase existing grants. • Ensure funders are appropriately recognised in line with their requirements and the organisation's policies.
Internal collaboration and service development	• Work with service managers, operational colleagues and senior leaders to understand funding needs, service priorities and opportunities for development. • Identify fundable projects and programmes that respond to the needs of older people and unpaid carers across our communities. • Support colleagues to develop clear project budgets, outcomes, delivery plans and evaluation measures. • Ensure funding proposals are realistic, costed appropriately and aligned with the organisation's strategy. • Gather compelling evidence of impact, including outcomes for beneficiaries and examples of the difference our services make. • Contribute to the development of new funding propositions and collaborative opportunities with local partners.
Monitoring, reporting and compliance	• Maintain an accurate grants database and forward pipeline, including values, probabilities, deadlines and outcomes. • Produce regular reports for the Executive Team on applications, awards, forecast income and performance against targets. • Monitor restricted funding, expenditure and reporting requirements in partnership with finance and service colleagues. • Ensure applications and awards comply with funder criteria, organisational policies and relevant regulatory requirements. • Evaluate application success rates and identify opportunities to improve fundraising effectiveness. • Maintain appropriate records and ensure information is handled confidentially and securely.
Wider Income Generation	• Work collaboratively with colleagues responsible for fundraising, communications, community engagement and charity shops to maximise opportunities for support. • Identify opportunities to connect trust funding with wider partnerships, corporate support and community fundraising where appropriate. • Share funding intelligence and learning across the organisation. • Contribute to the development of a sustainable, diversified income base and a culture of income generation across the charity.

General Responsibilities	• Contribute to the wider aims and objectives of the organisation. • Take part in Age UK Wiltshire events and activities as agreed. • To attend regular supervision sessions and annual appraisals with line manager to provide feedback and enhanced future planning and direction. • To attend staff meetings, training courses and other meetings as required. • To comply with Age UK Wiltshire policies with particular regard to Equal Opportunities, Health and Safety and Confidentiality. • To be committed to Age UK Wiltshire policy and procedures on keeping adults safe from abuse, ensuring that all alleged abuse is reported to the CEO and that safeguarding is embedded in all decisions and actions. • To show flexibility and a willingness to cover for other staff. • To provide support to the offices, staff and volunteers of the charity as required. • To carry out any other duties as may be reasonably required from time to time.

Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Experience, Knowledge, Skills and Behaviours.		
Proven ability to research funding opportunities and prepare persuasive, high-quality funding applications.	✓	
Excellent written communication skills, with the ability to communicate impact clearly and tailor proposals to different funders.	✓	
Experience of managing multiple applications, deadlines and reporting requirements simultaneously.	✓	
Strong organisational skills and the ability to prioritise a varied workload independently.	✓	
Ability to interpret information, develop funding cases and work with budgets and project costs.	✓	
Strong interpersonal skills and the ability to work collaboratively with colleagues across different functions	✓	
Competence in maintaining accurate records, monitoring progress and reporting performance.	✓	

Commitment to the mission and values of Age UK Wiltshire & Southampton and improving the lives of older people.	✓	
Passionate about improving the lives of older people and unpaid carers, with a commitment to the values and mission of Age UK Wiltshire	✓	
Proven experience of working within established systems, policies and procedures, ensuring compliance and accurate record keeping.	✓	
Solution-focused, self-motivated and able to work independently using own initiative, while contributing positively as a collaborative team member.	✓	
Full UK driving licence, access to a car and business-use insurance	✓	
Demonstrable experience of fundraising from charitable trusts, foundations or other grant-making bodies, ideally within the charity or voluntary sector.		✓
Experience of developing funding pipelines and forecasting income.		✓
Knowledge of funding opportunities relevant to older people, unpaid carers, health and wellbeing, social isolation and community support.		✓
Experience of developing relationships with funders beyond the initial application.		✓
Experience of working within the charity or voluntary sector.		✓
Understanding of the issues affecting older people, unpaid carers and people who may be vulnerable or socially isolated.		✓

Equity, Diversity, and Inclusion

We are committed to creating an equitable and inclusive workplace, and we value diversity of thought, ability, and individuality. We know that we can only retain our position at the forefront of excellence in later-life care by learning, reflecting, and innovating, and we expect our staff to pursue continuous professional development. This applies to both service delivery and our internal practices.

A successful applicant will be willing and able to demonstrate commitment to our equity, diversity, and inclusion policy and practices at all times.

