**ROLE TITLE:** Grant Making Trust (GMT) Fundraiser

**REPORTING TO:** Fundraising & Marketing Manager

**LOCATION:** Home-based

**HOURS:** 18 hours per week (flexible working available)

**SALARY:** £19,468 - £26,020 pro-rata (£9,734 - £13,010)

**CLOSING DATE:** 5:30pm, Friday 8th November

**INTERVIEW DATE:** 18th November 2019

---

**Surrey Care Trust** is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Children’s Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS learning centre**; a free and independent youth **counselling** service for young people aged 16 – 25; giving adults a second chance of education with our pop-up **adult learning** programmes; **mentoring** young people and adults to help them gain confidence and make positive changes; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; working with the long term unemployed on our Lottery/ESF funded **Alliance and Aspire** programmes; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

**Our Vision**
Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

**Our Mission**
To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of deprivation.

**Overall purpose of the role**
As a member of a small fundraising and marketing team, the Grant Making Trust Fundraiser is responsible for maintaining and developing relationships with appropriate Grant Making Trusts (GMTs) to achieve agreed fundraising targets.
The role includes making clear and succinct bids and applications to a range of identified GMTs, and maintaining and developing relationships with key individuals linked to GMTs (including Major Donors). Meeting agreed fundraising targets is key to enabling the Trust to help people to overcome the disadvantage of low skills, poor educational achievement, limited opportunities, and tough financial circumstances.

**Responsibilities**

- Income generation
- Development and implementation (with approval from Senior Fundraiser and Chief Executive) of Surrey Care Trust’s GMT fundraising plan
- Manage and develop donor relationships that relates to Grant Making Trusts, and others where relevant/appropriate e.g. Major Donors
- Liaising with all members of the Trust, especially Programme Managers and the Senior Fundraiser
- Reporting and Thanking (and some administration) of all GMT income
- Support fundraising efforts of wider fundraising team
- Some travel throughout the county

**Duties**

- Income generation from Grant Making Trusts
  - To directly raise at least 20% of the Fundraising annual target from GMTs and Major Donors connected to GMTs

- Help to develop and implement Surrey Care Trust’s GMT fundraising plan
  - Identify new potential funders using research from fundraising sources
  - Prepare and submit bids of an appropriate scale and mix to achieve the GMT target

- Manage and develop donor relationships that relates to Grant Making Trusts (and others where relevant/appropriate)
  - Managing regular communications – including event/open day invitations
  - Managing and compiling of regular reports
  - Managing and facilitating appropriate acknowledgement

- Liaising with all members of the Trust, especially Programme Managers and the Senior Fundraiser
  - Support bids to boroughs for community grants
  - Reviewing major bids when required
  - Collect and manage programme information for GMT report requirements
  - Liaise and coordinate with Senior Fundraiser on bid applications and programme information

- Administration and thanking of all financial income
  - Record relevant GMT and Major Donor correspondence
  - Ensure timely and effective thanking and recognition of support

- Support fundraising efforts of wider fundraising team
  - Where possible and necessary, feed into and support other fundraising efforts
  - Attend regular team and organisational meetings
  - Manage and support volunteers as and when necessary
  - Wherever possible, support occasional fundraising events
## Person Specification

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education, Training and Work Qualifications</strong></td>
<td></td>
</tr>
<tr>
<td>Educated to A level standard or equivalent</td>
<td>Educated to degree level</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td></td>
</tr>
<tr>
<td>Knowledge of writing clear, simple and concise reports on complicated issues</td>
<td>Knowledge of GMT fundraising</td>
</tr>
<tr>
<td></td>
<td>Knowledge of fundraising in the charity sector</td>
</tr>
<tr>
<td></td>
<td>Has knowledge of current issues relating to social exclusion/education and training</td>
</tr>
<tr>
<td><strong>Relevant Experience</strong></td>
<td></td>
</tr>
<tr>
<td>Experience of writing clear and concise reports on complicated issues</td>
<td>Experience of successful bid writing and applications from GMTs</td>
</tr>
<tr>
<td></td>
<td>Experience of writing funding applications to statutory sources</td>
</tr>
<tr>
<td></td>
<td>Experience of working in an integrated fundraising and marketing team</td>
</tr>
<tr>
<td></td>
<td>Experience of using a fundraising database</td>
</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
<td></td>
</tr>
<tr>
<td>Excellent communication and presentation skills; particularly written</td>
<td>Able to identify and research potential funders from a range of sources</td>
</tr>
<tr>
<td>Excellent organisational skills and able to plan, manage and prioritise own workload</td>
<td>Able to make multiple applications</td>
</tr>
<tr>
<td>Able to work constructively as a member of a small home based team</td>
<td>Able to make decisions independently</td>
</tr>
<tr>
<td>Highly computer literate including using a contacts database</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td>Full driving licence and access to a car</td>
<td></td>
</tr>
</tbody>
</table>

For an initial discussion about this role please contact Rachel Perez-Lofty on 07526 128044 or Rachel.Perez-Lofty@surreycaretrust.org.uk or visit surreycaretrust.org.uk to download an application form.

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk – Closing date for applications is 5:30pm Friday 8th November 2019.