

Job Title: Trusts Fundraising Assistant

Responsible to: Board of Trustees

Contract Type: Part-time, permanent

Hours: 10 hours per week (flexible)

Salary: £7,800 per annum (£15 per hour; full-time equivalent: £29,250)

Location: Remote with occasional in-person meetings in Bristol

Job Purpose

The Trusts Fundraising Assistant will help generate income for Incredible Kids by identifying and pursuing funding opportunities from trusts, foundations, and grant-making bodies. The role will focus on supporting the preparation of grant applications and fundraising letters, as well as engaging with funders through updates and reports. Training and development opportunities will be provided to help you grow your skills in this area.

Key Responsibilities

1. Income Generation and Grant Applications (60%)

- Research and identify suitable funding opportunities from trusts, foundations, and grant providers that align with the charity's mission and activities.
- Draft and submit simple grant applications and fundraising letters to trusts.
- Develop engaging content for applications, including case studies, project summaries, and impact descriptions.

2. Donor Engagement and Reporting (30%)

- Prepare reports and updates for existing funders, ensuring all reporting requirements and deadlines are met.
- Maintain communication with funders, including sending thank-you letters, personalised updates, and invitations to observe the charity's work.
- Assist with developing stewardship materials, such as newsletters and impact reports, to keep donors informed and engaged.

3. Training and Development (10%)

- Attend training sessions, workshops, or webinars to develop your skills in grant writing, research, and donor management.

- Stay updated on best practices in fundraising and apply your learning to improve the charity's fundraising efforts.
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Key Performance Indicators (KPIs)

- Submission of grant applications and letters that meet targets for quality and number.
 - 100% compliance with reporting requirements for existing funders.
 - Identification of new funding opportunities added to the charity's database.
 - Completion of targeted training modules with evidence of skills development.
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Essential Experience and Skills

- Strong research skills, with the ability to identify and assess funding opportunities.
 - Excellent written communication skills, with the ability to draft clear, concise, and persuasive content.
 - Strong organisational skills and the ability to manage multiple tasks and deadlines.
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Desirable Experience

- Previous experience in a charity fundraising or administrative role.
 - Experience in preparing or supporting grant applications.
 - Knowledge of the challenges faced by families with children with additional needs.
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Personal Attributes

- A proactive and self-motivated approach to work, with the ability to work independently.
- A keen eye for detail, ensuring accuracy in research and application preparation.
- A collaborative mindset and willingness to contribute to team efforts.
- Eagerness to learn and develop skills in grant fundraising.