

Job Title: Trust & Grants Officer
Based: Scannappeal office, Amersham Hospital
Reporting: Director
Annual Leave: 25 days pro rata + public Bank Holidays
Salary: Competitive (dependent on experience)
Hours: 21 hrs per week (*Occasional evenings or weekends*)

Background

Scannappeal is a registered charity which raises funds for state of the art medical equipment. The equipment funded either allows a step change in an existing service or provides a new service to be introduced for hospitals and community health services within the Buckinghamshire Healthcare NHS Trust. Since Scannappeal launched in 1987, over £15m has been raised for many different pieces of life saving equipment, in every department of the hospitals we support.

Role

Reporting to the Head of Fundraising, the Trusts & Grants Officer is responsible for securing gifts from trusts, grants and major donors. You will be results-driven with the ability to communicate a compelling case for support, both written and verbally. You will maximise income by developing relationships and providing high standards of stewardship to achieve targets.

Key Responsibilities:

- Identify charitable trusts, grants givers, major donors and high net worth individuals for financial support.
- Draft and deliver written and verbal fundraising approaches to supporters.
- Provide exceptional standards of stewardship to help achieve targets.
- Produce reports for funders demonstrating relevant impacts and outcomes.
- Nurture existing relationships to encourage continued support and develop prospects of high net worth individuals and major donors.
- Handle all administration concerning the funding stream ensuring compliance with data protection and GDPR.

You will be successful in this role if you have:

- Significant experience in a professional trust fundraising role.
- Strong track record of delivering successful applications for funding from trusts, major donors and high net worth individuals.
- The ability to research and develop funding opportunities to match donor interests with the charity's work.
- Ability to maintain strong relationships with funders to secure sustainable income and leverage high value gifts to achieve a six-figure annual income stream.
- Deliver high quality stewarding to existing donors.
- Knowledge of fundraising databases (Harlequin would be desirable but not essential)
- Excellent communication skills, both written and verbal, with a strong eye for detail
- Used to working with senior stakeholders, both internally and externally, with fantastic influencing skills.
- Execute timely monitoring and reporting to funders to share the difference their grants make and encourage long term support.

General

- Promote the aims, objectives and policies of Scannappeal.
- Give presentations where appropriate and attend events on behalf of Scannappeal.
- Promote a strong and professional image of Scannappeal, maintaining high standards in all communication with colleagues and internal and external stakeholders.
- Fulfil projects and funding commitments that are made to supporters.
- Support the policy, values and procedures of Scannappeal.

Key working relationships:

- Internal: Head of Fundraising and the rest of the Scannappeal Team.
- External: Existing and potential funders; internal NHS colleagues; key Trustees

Skills and experience:

- Demonstrable experience of securing income from trusts, grants and major donors.
- Knowledge and experience of working with databases.
- Experience and understanding of what makes exceptional supporter/customer care.
- Excellent interpersonal and relationship building skills.
- Excellent communication skills both oral and written.
- Excellent IT skills – ideally experience with MS Office 2010 and database
- Numerical and analytical skills with excellent attention to detail.

Person profile:

- Cooperative, proactive and flexible team player with practical and positive attitude.
- Able to work to deadlines and prioritise tasks.
- Self-motivated and capable of working without close supervision within a team environment.
- Able to work under pressure and stay calm and professional at all times.
- Enthusiastic to work on a variety of projects.
- Able to take initiative and solve problems.
- Keep up to date with current thinking within the third sector.