



## Grove Cottage Job Specification

**Job title:** Trusts and Major Gifts Fundraiser

**Main purpose of role:** Raise income from grant-making organisations and high net worth individuals.

**Reporting to:** Grants Manager

**Hours:** 15-22.5hrs per week (flexible)

**Benefits:**

- Salary of £26-£30k per year dependent on experience (FTE)
- 28 days holiday pro rata (including Bank Holidays)
- A 3% pension contribution (after qualifying period)

**Contract type:** Fixed Contract for 18 months (with possibility of extension).

**Location:** Home-based, with regular meetings in Bishop's Stortford where possible.

**Closing date:** 12pm Wednesday 30<sup>th</sup> June 2021

**About Grove Cottage**

Grove Cottage (Registered Charity number 1122298) is the home of Mencap in Bishop's Stortford and provides social and educational activities for people of all ages with a learning disability. We aim to develop our members' potential and help them to avoid social isolation by supporting lifelong friendships. We also aim to provide vital respite for their families and carers.

Grove Cottage supports approximately 160 individuals, and their families and carers. We run 10 different services, all aimed at different ages and abilities and are currently embarking on a large capital campaign. For more information please go to [www.mencapgrovecottage.org](http://www.mencapgrovecottage.org).

**Role Summary**

Grove Cottage is looking for a confident and organised Trusts and Major Gifts Fundraiser who will work with the Grants Manager to develop and deliver Grove Cottage's strategy around high-net-worth individuals and grant-making organisations. We have seen high growth in this income stream, but there is untapped potential, especially with individual donors. This is an exciting time to join our organisation and our supportive Fundraising Team.

The post holder will maximise income by researching and developing relationships with grant-making organisations and high net worth individuals, delivering written and verbal approaches for financial support, and providing a high standard of stewardship. The post holder will liaise with key members of Grove Cottage staff to gain data and project information and will maintain accurate records.

## **Main Responsibilities**

### **Grant-Making Organisations**

- Develop relationships with trusts, foundations and other grant making bodies to build strong and enduring relationships to support Grove Cottage's work.
- Carry out research to identify grant-making organisations for potential funding.
- Produce written applications of the highest standard for the above portfolio of donors.
- Create appealing funding opportunities, based on Grove Cottage's various areas of work.
- Meet with representatives from grant-making organisations as necessary.
- Produce timely reports for funders, demonstrating relevant impact and outcomes.
- Liaise with other members of the Fundraising team and other departments within the organisation, ensuring a coordinated approach to fundraising initiatives.

### **Major Donors**

- Develop and nurture relationships with Major Donors and high net worth individuals.
- Meet with Major Donors, providing excellent supporter care.
- Provide the appropriate level of stewardship to individual Major Donors.
- Identify and develop engagement and cultivation opportunities.
- Maintain accurate records of communications with all external contacts.

## **Skills and Experience**

**Qualifications and work experience:** Qualifications and work experience: Good understanding of the charity sector. Experience of working in fundraising. Individuals with experience in Trusts and Major Donor fundraising are particularly encouraged to apply. Fundraising qualification desirable.

**Verbal communication:** Confident telephone manner and excellent verbal English. Experience of meeting with, and presenting to, a variety of audiences.

**Written communication:** Excellent written English. Able to adapt appropriate style for different donors, including persuasive proposal-writing.

**Time Management:** Well organised, capable of managing own time and working to strict deadlines. Able to use initiative.

**Building and maintaining relationships:** Diplomatic, personable, skilled at influencing. Able to work well within a team.

**IT:** Good IT skills, competent user of Microsoft Office software, working knowledge of fundraising databases.

**Analytical:** Ability to analyse information quickly, methodically and efficiently. Research experience.

**Other:** Creative, strong attention to detail.

### **Further information:**

- To apply, please email a CV and covering letter to Esme Willcocks at [esme@mencapgrovecottage.org](mailto:esme@mencapgrovecottage.org)
- Closing date Wednesday 30<sup>th</sup> June 2021.
- The offer of this post is subject to enhanced DBS checks, references and a three-month probation period.