

JOB DESCRIPTION



Fundraising Officer, Trusts and Grants

Reports to: Fundraising Manager

Role Purpose:

To plan and develop a Capital Fundraising campaign for RDA UK with the specific aim of securing substantial grants from Trusts and Foundations.

Specific Responsibilities:

1. To grow RDA's income from Trusts and Foundations by:
 - Identifying and pursuing capital fundraising opportunities including: Trusts, Foundations and Grant Making Bodies;
 - Representing the organisation and delivering presentations and pitches to potential funders.
 - Proactively building, maintaining and cultivating effective relationships with funders.
 - Writing and presenting regular reports to the Fundraising Manager, Chief Executive, and Trustees
 - Attending and reporting to meetings of the Trustees and ICAP (Fundraising) Committee
2. To develop the income and partnerships needs to meet the capital project target, by:
 - Writing and submitting high quality applications to grant making organisations and funders.
 - Managing grants received to ensure the effective delivery in accordance with grant conditions.
 - Ensuring that all funders meet the requirements of the Fundraising Regulator and charity governance.
 - Maintaining and updating an effective and comprehensive Trust fundraising database.
3. To contribute to the overall fundraising plan by:
 - Working with the Fundraising Manager and the fundraising team to achieve realistic and clear targets;
 - Ensuring that budgets, targets and other information is up to date and accurate;
 - Providing support for other areas of fundraising as required;
4. To assist others at National Office, by:
 - attending and servicing the National Championships;
 - participating in duties as identified by the weekly rota.
5. To undertake such other duties as the Chief Executive or Fundraising Manager shall from time to time determine.

Person specification

Criteria	Essential	Desirable
Fundraising	<ul style="list-style-type: none"> • Experience of identifying and pursuing capital fundraising opportunities • Proven track record of successful fundraising • Experience working with Trusts, Foundations and Grant Making bodies 	<ul style="list-style-type: none"> • Experience of managing and leading a major Capital Fundraising project • Experience of managing partnerships
Planning & Project Management	<ul style="list-style-type: none"> • Experience of working to tight deadlines • Experience of working as part of a team on a fundraising project 	<ul style="list-style-type: none"> • Experience of working with Trustee boards
Communication	<ul style="list-style-type: none"> • Excellent communication skills • Excellent presentation skills • To be a confident speaker and to have experience of pitching independently to major funders • Experience of external representation of an organisation • Experience of successful bid writing • Experience of report writing • Ability to contribute at board meetings 	<ul style="list-style-type: none"> • Experience of PR and working with the media.
RDA	<ul style="list-style-type: none"> • Empathy with aims and values of RDA • Experience of working with a charity (as an employee or partner) 	<ul style="list-style-type: none"> • Empathy with volunteering
General	<ul style="list-style-type: none"> • Ability to work independently to agreed targets • Ability to multi-task • Good general IT skills including the ability to use databases 	<ul style="list-style-type: none"> • Experience of working with disability groups, sporting organisations and/or horses

This role is a full time, fixed term, two year contract.

The role will be based at

RDA National Office, 1A Tournament Court, Edgehill Drive, Warwick CV34 6LG

Salary £26,000 pa