

WASH Trusts and Grants Fundraiser

Salary 22,000- 25,000 pro rata depending on Experience

Location: Greenford Office, UB6 8RE. Option to work from home some days.

Hours of work: 14 hrs per week (flexible)

Join us and play a key part in helping to raise funds from trusts and foundations. We are at a pivotal point in the development of our overall fundraising strategy and are growing rapidly. If you have enjoyed success raising funds from trusts and grants we want to hear from you.

WellFound is a small NGO focusing on WASH and gender equality and was established in 2005. We work in the most rural and remote regions of Sierra Leone and Guinea Bissau, working in partnership with local communities to bring about truly long lasting and sustainable solutions for people living in extreme poverty. We commit 100% of all donations to the projects in Africa. To take this work further, we are currently looking for an experienced Fundraiser who will bring in funding grants from public and/or private sources.

As our Trust and Grants Fundraiser you will be responsible for developing and maintaining a strategy to enable us to maximise on opportunities for approaching trusts and similar sources. Using your knowledge of the charity you will research, design, write and submit trust and funding applications to grant bodies.

We need experienced candidates with a good track record in researching, writing detailed project proposals and demonstrate a track record of securing income in the region of £50,000 p/a.

On top of having the satisfaction of changing peoples' lives, you will have 28 days (pro-rata) annual holiday.

To apply, please send your recent CV along with one page covering letter highlighting your achievements and experience (Please refer to the job description and person specification).

Deadline: 31st August. Interviews will begin week beginning 9th September

JOB DESCRIPTION

Job Title:	Trusts and Grants Fundraiser
Hours:	14 hrs per week
Reports to:	CEO
Responsible for:	Volunteers and Interns
Salary Scale	22,000 to 25,000 depending on experience pro rata for 14 hours

Job Purpose

To raise funds (restricted and unrestricted) from trusts, foundations and grants as appropriate in accordance with fundraising targets that would enable WellFound to continue and grow its work in Africa

Main Duties and Responsibilities

- To research potential trust and foundation donors in order to identify suitable funding prospects.
- To work with colleagues to identify suitable projects to fundraise for, matching them to prospects.
- To build and nurture good relationships with current and potential donors/trust executives.
- To write and submit high quality funding applications within relevant deadlines.
- To maintain accurate records on trust and foundation donors.
- To ensure timely acknowledgement of all donations and grants and to meet donors reporting requirements.

The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs

PERSON SPECIFICATION

Knowledge, skills and experience:

- An excellent track record in making successful trust applications within a fundraising context and ability raise funds in the region of £50,000 a year.
- Ability to understand the project outcomes and articulate them persuasively to win successful bids
- A methodical approach to work with excellent attention to detail.
- Ability to work on own initiative and manage and prioritise own workload.
- Excellent communication skills, including written, verbal, numeracy, interpersonal and presentational skills.
- IT literate (including Microsoft Word, Outlook and Excel, power point and the internet)

Education:

- Educated to A level

Personal Qualities:

- An empathy with the needs of people who have no access to clean water
- Resilient - able to work well under pressure and manage competing priorities effectively
- Enthusiasm and commitment
- Tact and diplomacy
- Self motivated
- Flexible interpersonal skills with an ability to communicate with diverse groups and individuals at all levels
- Good team player with a flexible, industrious attitude
- Results driven
- Open to new experiences and opportunities