



## Trusts Fundraiser – Pepper Foundation

<b>Hours</b>	Equivalent of 2 days per week
<b>Main location</b>	Work from home, with visits to the office in Tring as required
<b>Reports to</b>	Pepper Foundation Trustee Board
<b>Role purpose</b>	Generation of all income from trusts and foundations

### Main responsibilities

- Researching, writing and submitting inspirational and compelling applications to trusts and foundations to meet/exceed income targets
- Maintaining a well-researched pipeline of funding propositions
- Researching new prospect trust funders using a range of on- and off-line sources
- Building relationships with existing trust and foundation supporters through regular reporting and arranging meetings and visits
- Maintaining accurate and up-to-date records and information about prospects, supporters and applications, including the Raiser's Edge database
- Ensuring all reporting requirements are kept for successful grants in a timely and accurate fashion
- Producing a monthly report to the board of trustees
- Working closely with the Charity Fundraiser, Operations, Support & Event Coordinator and trustees

### Experience

- Significant experience of managing and developing a successful trusts fundraising programme
- Good level of administrative and organisational competency
- Management of project budgets and handling financial information in funding reports

### Skills

- Excellent written communication skills with a good telephone manner
- Ability to develop positive relationships with key stakeholders
- Developed analytical and research skills with strong attention to detail

### Qualifications

- Educated to degree level or equivalent is desirable
- Member of Institute of Fundraising, preferably with an IoF qualification

### Terms and conditions

We are open to applications from candidates either on a freelance sole trader basis or as an employee Pepper Foundation

### To apply

Please send CVs with a supporting statement by email to [sdyer@pepper.org.uk](mailto:sdyer@pepper.org.uk). for the attention of Pat Daley, Pepper Foundation Chair. no later than Monday 25th May 2020.

We aim to interview candidates by end of May

## **About Pepper Foundation**

The Pepper Foundation is a registered charity raising funds to support the provision of the Rennie Grove children's hospice at home service. This service provides round-the-clock care for children with life limiting or life changing conditions in their own homes across the Chilterns and west Hertfordshire ([www.pepper.org.uk](http://www.pepper.org.uk)) In 2019/20 the Foundation raised circa £230k from trust funds. Further funds are raised through corporate sponsorship, corporate donors, Pepper events and community groups.