

Job Title (Location)	Trusts and Statutory Fundraiser (London, Hammersmith)
Salary and Band	Band 5 – Salary range £28,048 – 36,290 (plus London Weighting £5,610 - £7,258)
Annual Leave	27 days plus 9 Bank Holidays for full-time hours
Reports to	Head of Trusts
Direct Reports	None

About Maggie's

We provide free cancer support and information in our specially designed centres across the UK and online. Working alongside NHS hospitals, Maggie's centres are staffed by expert Cancer Support Specialists, Psychologists and Benefits Advisors, helping people to take back control when cancer turns life upside down.

Our long-term ambition is to be there for everyone with cancer in the UK at all 60 cancer centre sites to ensure that there is no-one living with cancer who is unable to access the expert psychological and information support that they so desperately need to live the best quality of life possible. The next five years brings us over the halfway mark to achieving this goal.

About the Post Holder

The post will suit someone with excellent copywriting and research skills, the ability to build positive relationships with funders and internal colleagues, a keen interest in, and understanding of, fundraising and an appetite to try new approaches and develop their knowledge of trusts and statutory funding bodies.

With at least two years' experience in a similar role, such as securing grants from trusts and foundations and/or other grants givers, you will enjoy researching, analysing and collating information on prospects and producing bespoke funding proposals and reports often to tight deadlines. Strong communication skills and the confidence to present tailored information to a diverse audience is critical as is a good eye for detail and a consistent approach to account management and record keeping. You must be able to manage a wide-ranging workload, often with competing priorities and to balance independent working on discrete projects and ongoing tasks.

About the Role

The role manages an ongoing programme of prospect research, identifying and prioritising grant making bodies with a capacity to give up to £10,000 and a likely interest in Maggie's revenue and capital needs; also to continue to add to Maggie's knowledge-base around existing grant makers through desk research, networking etc. This is a demanding and fast-paced role with responsibility for building strong relationships with and securing income from small trusts, foundations and statutory bodies. High-quality proposals and reports for existing and potential funders will showcase your ability to précis long or complex documents alongside excellent cultivation and stewardship plans for a range of funders.

There will be a limited requirement to undertake travel within the UK to attend meetings.

Key Responsibilities

- Work with the lead Trusts and Statutory Fundraiser to develop and maintain an annual fundraising calendar for small trusts and statutory bodies to ensure that funding proposals, annual reports and updates are submitted to Maggie's supporters and prospective supporters in a timely fashion
- To keep an accurate and up-to-date record of all approaches to and communication with grant makers - verbal, paper and computer-based - in accordance with Maggie's database and data protection policies
- To manage a portfolio of prospects and existing donors through all stages of solicitation with a view to increasing donor engagement, growing retention rates and maximising the income generated for Maggie's
- To liaise with colleagues across Maggie's to gather management information, case study material, programme updates, quotes etc. for inclusion in trust, statutory and National Lottery Community Fund documentation, as well as correspondence with family trusts and major donors
- Work with the Head of Trusts and other colleagues on developing compelling fundraising communications including new pitches, proposals and associated budgets
- To be an ambassador for Maggie's in all external communications; contribute to organisation-wide initiatives e.g. by looking for opportunities to increase awareness and build audience reach
- To be proactive in identifying and taking part training and development opportunities to further the professional knowledge and skills in relation to the job
- To track day-to-day fundraising activity and income generated for internal reporting
- To conduct desk-based research and telephone interviews with colleagues to gather background for funding proposals etc.
- Strong IT skills with good knowledge of the Microsoft Office suite.

Essential skills and experience

- Educated to degree level or equivalent professional experience in a related field
- Experience of seeking grants through bespoke written communications
- Experience of preparing proposals/budget to set criteria for external stakeholders
- Experience of using a database for fundraising
- Experience of working with service deliverers to identify potential new opportunities for fundraising and fundraising proposals
- Prospect research – good understanding of how to identify and qualify new prospects; also create funder profiles for trust/statutory fundraising
- Understanding of and familiarity with 7 steps of solicitation and their practical application
- Ability to cost up an area of programme work at Maggie's and create budgets for proposals, applications and reports
- Market place knowledge of trusts, foundations, and other institutional funders
- Good analytical and lateral thinking skills
- Knowledge of UK healthcare sector, and charities' role within it
- Familiarity with key data sources for fundraising research
- Methodical and detail orientated, and accurate with text and financial data
- Excellent communication and interpersonal skills
- Professional and confident approach when dealing with a wide range of people, including colleagues at all levels, Maggie's donors, lead volunteers, board members.