

<b>Job Title:</b>	<b>Trusts and Grants Fundraiser</b>
<b>Location:</b>	<b>Home based</b>
<b>Reports to:</b>	<b>Chief Executive</b>
<b>Salary:</b>	<b>£24,000-£28,000 pro rata (giving a take home salary of c£9,600 -£11,200 for 2 days per week)</b>
<b>Hours:</b>	<b>14 hours per week</b>
<b>Contract:</b>	<b>Permanent, part time</b>

### **Purpose**

This is an exciting time for Switch the Play Foundation. Having operated as a social enterprise since 2014 and built a strong reputation for delivery, in early 2020 Switch the Play converted to charitable status to enable us to reach and support more athletes through our work. Having spent the past year converting to this new approach, Switch the Play Foundation now has an opportunity to hire a Trusts and Grants Fundraiser to lead and implement the fundraising strategy for trusts, foundations and grant making bodies.

Given Switch the Play Foundation is currently in a period of growth, the new Trusts and Grants Fundraiser will be joining a small and ambitious team and so will need to be a self-starter, happy to work both autonomously and collaboratively and lean into the work required. They will have an exciting opportunity to play a key role in helping to make a significant difference to supporting the personal development and positive transition of sports people to life outside of sport, as well as stimulating opportunities for continued professional development enabling the role holder to further grow.

We are looking for a highly motivated individual who is driven by results and is capable of handling multiple priorities simultaneously. The successful candidate will bring energy and enthusiasm to the role and will be able to hit the ground running with a strong track record in securing income from trusts and foundations. The role holder will be responsible for generating a strong pipeline of income from trusts and foundations including building and maintaining a pipeline of opportunities and leading on the development of high quality, tailored funding applications.

Switch the Play Foundation is committed to creating a safe working environment. All recruitment is undertaken in line with our Safer Recruitment Policy. We are committed to Equal Opportunities for all and welcome applications from all suitably qualified individuals regardless of race, gender identity, biological sex, disability, religion/belief, sexual orientation, or age. The successful candidate will be required to undergo an Enhanced DBS Check and operate in line with our Safeguarding Policy.

To apply please send a copy of your cv and a cover letter outlining your suitability for the role to [recruitment@switchtheplay.com](mailto:recruitment@switchtheplay.com). We are also happy for candidates to submit additional information about their suitability for the role through a video or by creating a Wake via <https://wakelet.com>.

**Closing date for applications: 5pm on Friday 14th January.**

Interviews to be held week commencing 24<sup>th</sup> January.

### **Responsibilities**

#### **Trusts, Foundations and Grant Making Bodies**

The role holder will be responsible for growing income from trusts and foundations, in line with the charity's objectives and targets. Specifically, this will include:

- Work with the CEO and the Partnerships and Events Manager to develop our Trust and Foundations income strategy in line with our charitable objectives and forward strategy.

- Lead on research, development and writing of high-quality tailored applications, addressing grant-making priorities and/or requirements as specified by individual trusts, foundations or grant making bodies.
- Liaise closely with the CEO and Operations to ensure that bid budgets cover costs including overheads.
- Research and identify potential trusts and foundations to maintain a strong pipeline of new potential donors, and ensure the team has up-to-date knowledge of upcoming grants and programmes.
- Liaise with the Operations Manager to ensure an understanding of the different project opportunities to best serve the needs of beneficiaries and to ensure access to the most relevant information to build cases for support.

### **Administration and Reporting**

- Ensure that relevant funding deadlines are met in good time by checking, updating and managing trust and grants databases with relevant information.
- Have the highest standard of donor care ensuring compliance with funders instructions. This includes acknowledging grants and donations appropriately, timely submissions of donor reports which include budget reporting and impact data and responding to donor queries.
- Maintain a bid monitoring spreadsheet with the production of key measures on success rates and pipeline.
- Record key information on existing and potential donors ensuring information is accurate and up to date.
- Create and maintain income pipelines for trusts and foundations aligned to income targets and contribute to monthly management information.
- Liaise regularly with colleagues to ensure an up-to-date knowledge and understanding of programmes, impacts, and outcomes.
- On occasions to support in other fundraising activities of the charity.

### **Key skills**

Key skills you will need include:

- Excellent writing skills with the ability to write engaging and persuasive proposals.
- Excellent verbal communication skills.
- Self-starter with first class organisational skills - able to develop and deliver on plans with minimal direction; proactive and confident in using own initiative, prioritising workloads, balancing conflicting priorities, monitoring progress, and exercising judgement about chasing progress as necessary.
- Excellent attention to detail.
- Research and analytical thinking - you will need to be good at researching and devising strategies, as well as spotting and taking advantage of donation opportunities.
- Creative thinking which leads to solutions to meet funding criteria and organisational need.
- Excellent interpersonal skills and team working abilities - you need to be adept at working with others, whether they be internal colleagues, or partners.
- Good standard of numeracy and able to construct project budgets.
- Database management and IT skills.

### **Experience**

We are looking for somebody who can demonstrate:

- Proven experience of trust and grant fundraising, including experience of researching opportunities, and of successfully generating income.
- An understanding of the charitable trust sector.
- Experience of developing relationships with funders.
- Experience of researching income opportunities and use of CRM systems.

The candidate must have permission to work in the UK.