



Job Title: Trust Fundraiser

Reporting to: Trust Fundraising Manager

Place of Work: North London Hospice, Finchley N12

Hours of Work: 37.5hrs per week

Salary: c. £23,000

Job Summary

Compton Fundraising is looking for an experienced Trusts Fundraiser to join our successful fundraising team at North London Hospice (NLH).

North London Hospice is located at Woodside Avenue, North Finchley and provides end of life palliative care across the boroughs of Barnet, Enfield and Haringey. It costs £10m a year to run all of our services and the fundraising department is responsible for generating £3.3m a year.

Overall Aim of the Post

To maintain and build relationships with a portfolio of charitable trusts capable of giving significant gifts. To develop compelling fundraising proposals to secure funds. To support the core fundraising target of the Hospice and raise funds for additional projects approved by the Hospice.

MAIN RESPONSIBILITIES

- Researching grant-makers using databases and search engines
- Understanding the behaviour and motivations of charitable trusts
- Establishing and managing productive relationships with a portfolio of charitable trusts
- Contacting trusts to discuss various projects
- Matching funding opportunities to projects
- Preparing proposals
- Using events, meetings, talks and inspirational writing to help charitable trusts learn about the work of NLH and to understand the difference they are making
- Working effectively with senior staff to develop compelling, bespoke proposals, drawing on all relevant resources available within the charity
- Putting in place robust procedures to ensure we meet our formal reporting commitments.
- Contributing to the strategic development of the trust team, effectively implementing own planning, budgeting and reporting objectives
- Undertaking training and other development opportunities to expand personal knowledge of trust fundraising and key Hospice projects and developments

- Representing NLH at bespoke events, outside of normal work hours, to raise the profile of the Hospice and network with relevant trust contacts.

The Trust and Foundation Income for the Hospice makes up approximately £250,000 and is an extremely important area within fundraising.

General Responsibilities

Contribute to fundraising team meetings and organisational priorities and other associated duties as may arise. Be proactive in keeping up to date with developments affecting your work.

Gain a wider understanding of the activities and priorities of the Hospice, in order to disseminate to the fundraising team generally as needed.

Assist with additional fundraising and hospice events, as requested by community/events teams.

PERSON SPECIFICATION

Well presented, confident, articulate and outgoing, you will possess an open, creative, enquiring mind and have an enthusiasm for fundraising and commitment to the aims and objectives of North London Hospice.

Essential

- The ability to write clearly and concisely, and to adjust tone and style of writing with an understanding of the target audience
- The ability to produce successful fundraising proposals with a good understanding of the importance of research
- The ability to divide attention constructively between multiple campaigns and proposals as required
- Confident and able to work to stretching financial targets, prioritising work and meeting deadlines.
- Excellent interpersonal skills with a positive 'can do' attitude
- A motivated self-starter with the enthusiasm, drive and ambition to maximise income from existing and new major supporters

This is a significant opportunity for a trusts fundraiser with a minimum of 2 years' experience to work alongside senior colleagues from the UK's leading fundraising consultancy to further develop their skills and career.