



JOB DESCRIPTION

Job Title: Trusts and Partnerships Fundraiser
Salary Scale: £31499 Pro-rata
22 hours per week.
Temp for 6 months, extension subject to funding.
Reports to: LATCH Chief Executive Officer

Main Purpose of the Job:

To secure financial and in-kind support from a variety of funders including corporate partners, charitable trusts and foundations, trade bodies & associations and small and medium-sized enterprises.

Main Responsibilities/Accountabilities:

Duties.

- To identify, research, approach and establish relationships with prospective funders, with a view to securing funding and developing long-term relationships.
- To lead on writing high quality, bespoke, compelling and engaging funding proposals and bids for a range of funders as required.
- To establish, maintain and develop personalised relationships with key personnel with existing and new funders.
- To represent Latch Ltd externally to funders, potential funders and key contacts at meetings and events.
- To support senior colleagues at external events and meetings.
- To provide feedback to funders and contribute, where needed, to the monitoring of projects to ensure that Latch meets its obligations to funders.
- To support senior staff in the development of fundraising activities such as new business activities, grant funding and community share issues etc.
- To work with senior staff and team leaders to establish changing fundraising requirements and to renew and develop the Trusts and Partnerships fundraising strategy.

- To keep up to date with best practice in fundraising and comply with relevant legislation and regulation ensuring that good practice is observed.

Organisational/Strategic Responsibilities:

- Preparation and delivery of monthly reports and key performance indicators to the senior team meeting LATCH CEO
- To take an active part in the organisational strategic planning process, delivering strategic plans and organisational objectives.
- In conjunction with the LATCH CEO, set and review annual budgets, develop variation budgets to anticipate changing and emerging funding and business scenarios.
- Responsible for ensuring and maintaining robust and effective paths of information/communication/dissemination throughout the organisation.
- Act in accordance with the LATCH equality and diversity policy

Principal Health and Safety Responsibilities:

- Compliance with the Health and Safety at Work Act, with specific responsibility for the health safety and welfare of all personnel within their control including themselves and for ensuring the overall safe and compliant planning, implementation and monitoring of all activities.
- Reports all accidents and/or incidents and near misses in accordance with the Organisation's procedures

Environmental Responsibilities:

- Ensures that environmental issues are considered at all stages of service delivery and that appropriate measures are implemented to minimise environmental impacts.

Essential Experience and Specialist Knowledge:

- Experience of researching and identify potential funding partners.
- Experience of writing and presenting information in compelling ways to a range of audiences.
- Experience in securing funding from charitable Trusts and Foundations.
- Demonstrate a commitment to the principles of equal opportunity and diversity and to ensuring that the culture, philosophy and processes are free from bias and discrimination.

Education and Training:

- Educated to degree level or equivalent (desirable)
- IT literate, Database, word, PowerPoint and excel, ideally holds an ITQ, ECDL or equivalent

Scope of Responsibilities

Decision Making

- Judgements and decisions involve complex facts and situations, which required analysis, interpretation and comparison of a range of options. The post holder would be expected to exercise judgement and initiative to make frequent recommendations or decisions for consideration by the LATCH CEO.

Responsibility for Human Resources

- None.

Freedom to Act

- Expected results are defined and the job holder best decides how these are best achieved. Needs little day to day management and controls their service. Guidance is provided by the LATCH CEO.

Level of Internal Contacts

- All team leaders, senior staff Latch CEO and Latch Management Committee

Level of External Contacts

- Trusts, Foundations, Trade associations, Corporate Social Responsibility partners
- Contractual partners
- Represents the organisation at networking and public events

Consequence/Significance of Error

- The consequence of error would be serious to the organisation as a whole and impact on outside organisations and/or stakeholders.

Financial Responsibilities

- Seeking additional funding to help deliver strategic and operational goals
- Ensuring that the actions required to generate income are completed.
- Income generation and collection in regards to primary sources of income.