

# Job description

## Trusts and Foundations Fundraiser

Reporting to: CEO

Supported by two volunteer fundraisers

Location: London – Vauxhall

Hours: 2 – 3 days p/w. Flexible working negotiable

Salary: £40,000 - £50,000 pro-rata, depending on experience

## About Reach Volunteering

Reach Volunteering is the leading skills-based volunteering charity in the UK. We run an online community that enables volunteers to find opportunities to use their skills as trustees or volunteers, and helps charities to access the skills they need to thrive.

We are the single biggest source of trustees to the voluntary sector in the UK.

## Purpose of post

This is a great opportunity to genuinely influence and shape the future of the sector by supporting key volunteering and governance infrastructure organisation. Since taking our service online in 2015, we have almost doubled our impact, and halved our transaction costs. We will keep innovating our service, and the range of support that we offer. We have ambitious plans to keep growing our impact over the next few years.

Trusts and Foundations currently supply about 75% of our income, so this post is critical Reach. Your role will be to develop and implement our fundraising strategy, raising significant income, and to develop our relationship management strategy and practice. You will work closely with the CEO, Janet Thorne, and other team members. You will have the support of two experienced volunteers, with the option to recruit more volunteers.

## Job description

To develop and implement our fundraising strategy, with support of CEO and volunteers

- Write targeted proposals to trusts and foundations
- Produce high quality reports meeting funders requirements
- Develop and carry out a relationship management strategy
- Own the fundraising strategy/vision and deliver/manage all aspects of it
- As part of a small, collaborative team, contribute to the strategic direction of Reach Volunteering

# Person specification

## Essential

- Successful track record in raising significant funds including multi year grants from trusts and foundations
- Excellent oral and written communication skills.
- Ability to write compelling cases for support and reports for a range of audiences – from small family trusts to large foundations or statutory funding teams.
- Strong relationship management skills, including ability to build new relationships, to cultivate and steward existing ones, and develop an overall relationship management strategy for Reach.
- Understanding of the need to work with other members of the team in order to identify opportunities and relationships which might be beneficial beyond fundraising (e.g. work with the CEO to identify opportunities to strengthen Reach's voice and/or profile)
- Organised – able to track and manage effectively
- Ability to work well with volunteers and other team members
- Open and responsive attitude – enjoys learning and growing, good at taking and giving feedback.
- Solution-focused, with proven analytical and problem solving skills

## Desirable

- Experience of successful relationship management, which may include grant stewardship or major donor cultivation. We are willing to consider people with aptitude but not experience of this.

## What we can offer

Friendly collaborative team, innovative, agile, learning organisation

Small but well-respected national charity working at sector level to address key issues such as trustee recruitment, board diversity and organisational capability. An opportunity to genuinely influence and shape the future of the sector by supporting key volunteering and governance infrastructure.

Positive organisational culture, which is genuinely focused on and steered by the needs of its users. The organisation is clear about its mission and direction of travel and is currently developing its next 3 year strategy.

## Terms and conditions

Salary	£40,000 - £50,000 pro rata
Location	London
Pension	Reach Volunteering will contribute 5% of gross basic salary per month into a pension plan.
Holidays	26 days per year plus public holidays (pro rata for part-time posts).
Volunteering leave	Up to 6 days per year (pro-rata for part-time posts)
Hours of work	14 – 21 hours per week (excluding lunch breaks) tbc. Some evening and weekend work may be required for which time off in lieu should be claimed.
Probation	This post will have a probationary period of six months.
Notice	One month's notice of termination of employment on either side.
Disability	We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities.