



## TRUSTS AND FOUNDATIONS FUNDRAISER

<b>Salary:</b>	£35,000 - £40,000 - depending on experience (Full time equivalent)
<b>Hours:</b>	22.5 hours per week (flexible)
<b>Responsible to:</b>	Head of Income Generation, Training and Comms
<b>Based:</b>	Hybrid preferred but will consider remote working (We are flexible on working hours and location, and are happy to consider applicants interested in a freelance arrangement)
<b>Pension:</b>	5%
<b>Annual leave:</b>	27 days + bank holidays (pro-rata)
<b>Contract:</b>	Permanent
<b>Benefits include:</b>	3 Wellbeing Days per annum (pro-rated) Generous paid sick leave Comprehensive Employee Assistance Programme Regular supervision sessions, or coaching, as aligned with the role Opportunities to work at events and festivals

### Equality, diversity, and inclusion

At SARSAS we strive to create a workplace that reflect the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We want to build an inclusive culture that encourages, supports, and celebrates diverse voices. We actively encourage applicants with protected characteristics to apply.

We are committed to taking an inclusive approach to recruitment and selection whilst ensuring there is no discrimination in our processes and that our team and prospective employees are treated fairly, with respect and without bias. Reasonable adjustments to the interview process can be made to accommodate additional requirements. Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process.

## **About the role**

You will work closely with the Income Generation Team and Services Teams to develop and maintain long-term sustainable funding from Trusts and Foundations. Through developing and expanding income through grants, evolving our case for support, and managing relationships with a variety of grant funders, you will transform survivors' lives and help us be part of the systems change to end sexual violence.

You will undertake new prospect research, keep up-to-date with the sector at large, and maintain and grow our funding pipeline. You will also write compelling funding bids, proposals and appeals, alongside timely reports to funders. You will seek opportunities to strengthen and build on existing and lapsed funding relationships and offer opportunities to engage funders directly with our work.

## **About you**

You will be passionate about implementing the SARSAS fundraising strategy ensuring that SARSAS can continue to deliver support to meet the needs of those who have been raped and sexually abused across Avon and Somerset.

You will be a skilled writer who is confident in identifying, researching, and qualifying prospects to continue our successful growth. You will have strong relationship management skills and will be able to build and sustain long-term relationships with funders, as well as identify opportunities to deepen funders' commitment to our cause.

You will have strong organisational skills, and be able to manage a workload which balances application and reporting deadlines alongside funder stewardship and pipeline development. You will also be a good team player and self-starter – we're a small team who manage our own workloads, but we relish the opportunity to come together, share ideas and take creative risks.

You'll be excited by the opportunity to join SARSAS and to work in a varied and busy role within a collaborative and supportive environment.

## About SARSAS

SARSAS exists to relieve the trauma and distress, and help rebuild the lives, of survivors who live in Somerset, Bristol, South Gloucestershire, North Somerset and BANES, who have experienced any form of sexual violence, at any point in their lives.

We deliver a range of support, including, but not limited to, a helpline, online web chat, self-help resources, counselling, specialist support work, drop-in services and group work.

Survivors tell us that we not only change their lives, but for some people we save them: *“This work even though it was extremely hard, has helped me change my life. What you do for people is amazing and I cannot thank you all enough. I still have a long way to go but now I’m looking forward to life a little more.”* – Specialist Support Work Client.

SARSAS also campaigns and raises awareness about rape and sexual violence to change the narrative about sexual violence and enable survivor’s voices to be heard. Partnership work with a range of agencies locally and nationally is a priority to enable social change.

SARSAS works to feminist principles: this underpins both what our service is and how it is run. Our work is guided by a trauma-informed approach which understands how traumatic experiences can impact on survivors and keeps an awareness of the effects of trauma at the forefront of our approach to support. We are a proudly trans-inclusive organisation, and our service is for anyone who may need us.

## Key responsibilities

### Collaboration and Income Generation

- Work with the Income Generation Team, and the wider team, to deliver against the Fundraising Strategy and funding targets
- Collaborate and build strong relationships with colleagues across the SARSAS team to identify funding needs, deeply understand our services, and enlist support with funding bids and reporting
- Work with SARSAS’ Freelance Trust Fundraiser to ensure a deep understanding of current pipeline, and transition the management of relationships
- Support in other areas of fundraising where appropriate e.g. with corporate funding proposals or applications to The Big Give

### Trust and Foundation Fundraising

- Manage and develop the grant fundraising pipeline, keeping up to date with changing priorities, spotting new opportunities and conducting research
- Write high-quality, compelling, and persuasive funding applications and proposals
- Steward key relationships with grant giving trusts and institutions, ensuring partnerships reach their full potential
- Ensure timely, quality reporting as per agreed requirements
- Keep up-to-date and accurate records of application progress, and work alongside the finance to ensure all income is accounted for in a timely fashion

## **Data and Reputation Management**

- Managing emerging risks and challenges and ensuring the reputation and values of SARSAS are protected and promoted at all times
- Be conscious of budgetary issues and show good financial control as part of day-to-day work
- Ensure the database (Donorfy) is kept up to date and accurate for all areas of your work
- Support project management and administration of agreed campaigns and projects

## **Additional Information**

- Undertake any other duties commensurate within the role including working flexibility to corporate priorities
- Work as part of a team, promoting the ethos and values of SARSAS
- Ensure that all work is conducted in line with SARSAS policies and procedures and Rape Crisis England & Wales (RCEW) National Service Standards
- Attend all training, whether statutory or non-statutory, as required
- Adhere to SARSAS's policies and procedures
- Actively participate in the risk assessment, management of risk process, and all aspects of Health and Safety

This job description is not exhaustive and is subject to review in consultation with the post holder and according to future changes/developments within the organisation.

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Skills and Experience</b>	<ul style="list-style-type: none"><li>• A good understanding of the Trusts and Foundations landscape, and of ethical fundraising practice (including GDPR and the Fundraising Code of Practice)</li><li>• Excellent written communication, and ability to craft compelling and winning bids, proposals and appeals</li><li>• An ability to interpret and present information, such as financial and impact data, in a clear fashion to support with applications and communications</li><li>• Strong relationship management skills, able to inspire and motivate existing and prospective supporters, and providing excellent, tailored stewardship</li><li>• Good organisational skills, able to self-direct, prioritise tasks and work under pressure</li><li>• Fully IT literate including MS Office</li><li>• Experience of and commitment to working with equality and diversity</li></ul>	<ul style="list-style-type: none"><li>• Demonstrable track record of fundraising from charitable trusts and foundations</li></ul>

<b>Personal</b>	<ul style="list-style-type: none"> <li>• Commitment to the vision, mission, aims and values of SARSAS and keeping the survivor experience and voice at the heart of all work</li> <li>• Creative, curious, and flexible with an adaptable approach and willingness to change priorities accordingly</li> <li>• Solution focussed with the attitude, drive, and resilience to lead, motivate and inspire others</li> <li>• Commitment to own wellbeing and continuing professional development with the ability to source support or ask for assistance</li> </ul>	<ul style="list-style-type: none"> <li>▪ We value lived experience</li> </ul>
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