

## Job Description



<b>Job title:</b>	Trusts and Foundations Fundraiser (permanent, part-time)
<b>Reporting to:</b>	Trusts and Foundations Manager
<b>Salary:</b>	£26,000 (pro rata)
<b>Location:</b>	Home-based, with quarterly meetings in Peterborough and occasional travel
<b>Hours:</b>	24 hours a week (flexibility available)

### An introduction to Shine

**Shine is the only charity in the UK dedicated to supporting people with the lifelong disabilities spina bifida and hydrocephalus. We offer free membership to people with these conditions and offer expert medical advice, welfare support and social events to over 5000 people each year.**

Spina Bifida is a congenital condition that develops before birth and affects the development of the brain and the spinal cord.

Hydrocephalus may occur in conjunction with Spina Bifida but can also be acquired throughout life as a separate condition following injury or illness. It is caused by cerebrospinal fluid accumulating in the head and putting damaging pressure on the brain.

The effects of Spina Bifida and Hydrocephalus vary greatly, but key issues are:

- **Restricted mobility** – requiring partial or total reliance on a wheelchair.
- **Continence** – people may be singly or doubly incontinent due to nerve damage affecting bladder and bowel control.
- **Limited physical sensation** – often resulting in sores or burns which go unnoticed and can become infected, leading to serious complications such as amputation.
- **Learning and behaviour** - both conditions affect the brain, so people may find it harder to imagine the future, and struggle with decision making, motivation, organisation and planning. Getting focused, switching between activities, ignoring distractions, or managing change may also be harder to do.
- **Physical discomfort** – Hydrocephalus can cause headaches, neck pains and nausea. Both conditions can cause muscle atrophy and daily physical pain.

### The role

Shine enjoys the long-term support of over 100 trusts and foundations, many of whom have been contributing to our work for ten years or more. This role will focus primarily on stewarding an agreed caseload of our engaged donors - who form the bedrock of our Trusts and Foundations income - and finding creative ways to maintain and deepen their engagement with our work. You will also work on re-engaging with our lapsed donors and identifying and applying to new prospects whose interests align with our work.

You will be part of a team that prizes stewardship and relationships with our donors and wants to ensure that people who support Shine feel valued and have a clear sense of personal impact. We believe that a relationship-based approach provides fundraisers with the greatest potential for job satisfaction and professional growth. We are

remotely based but work collaboratively and believe that fundraising is better when it benefits from the combined effort of the 'hive-mind'.

You will benefit from flexible working arrangements, opportunities to develop your skills by collaborating on wider pieces of work and scope to be creative and write a range of fundraising material.

### **Key deliverables**

Within this role, you will be responsible for managing your own caseload of trusts and foundations, which will consist of a mix of engaged, new and lapsed supporters. You will:

- Work towards a shared annual target for income raised from trusts and foundations
- Manage a pipeline based on your caseload to ensure a balanced, proactive approach to fundraising and stewardship month by month
- Take part in regular research exercises with the Trusts & Foundations Team to identify new trusts and foundations whose interests align with our work
- Conceptualise, write, tailor and send ask letters, including working with the team to review and improve ask processes, with attention to how much we ask for and what additional information we send with letters
- Schedule, structure and write timely reports on Shine's work, to demonstrate to funders the impact of their support
- Maintain accurate records on Salesforce (CRM) to enable us to share information and monitor our work
- Create thoughtful and innovative ways of thanking donors depending on the funder and the stage of the relationship
- Work collaboratively with the team to write and proof-read each other's applications
- Steward our existing donors, focusing on developing personalised approaches to deepening their engagement with our work
- Assist with day-to-day administrative tasks
- Assist with developing communications to send to funders

### **Requirements – Experience**

- Experience of prospect research
- Experience of writing materials for a range of audiences / customers / funders
- Experience of working with budgets
- Experience of managing relationships with trusts / funders / key stakeholders / customers
- Experience of using databases to manage and track work
- A substitute for sector experience - such as a degree or professional qualification - would also be accepted if applicants can demonstrate they have relevant transferrable skills for this role

### **Requirements - Skills**

- Exceptional written ability and communication/presentation skills
- Excellent keyboard / IT skills and knowledge of Microsoft applications, e.g. Word / Excel / PowerPoint / Teams
- Excellent organisational skills
- Competence in building working relationships

### **Desirable**

- 2 or more years of working in a fundraising / grant management environment
- A fundraising qualification, for example the Certificate in Fundraising with the Chartered Institute of Fundraising
- Experience of working in fields relating to disability, health and/or social welfare
- Experience of project management
- Competence in design packages, e.g. Canva

### **Requirements – Personal Characteristics**

- The desire to work collaboratively

- Detail-oriented
- Intrinsically motivated and comfortable working from home
- The ability to manage multiple deadlines and priorities
- A liking for language and finding powerful ways to express ideas
- Highly organised, with the ability to maintain accurate records in line with a standardised approach
- Confident telephone manner, and the ability to quickly build rapport and instil confidence in others
- A methodical worker who enjoys following, refining and improving processes
- Desire to work specifically in the voluntary sector and make a difference, ideally with an interest in disability, health and social welfare related causes
- Willingness to travel to for quarterly meetings in Peterborough and to attend events (perhaps once or twice a year)

Shine is a Disability Confident employer and will offer guaranteed interviews if a disabled applicant meets the minimum criteria for the job.

We believe in the value of conversations and would encourage prospective applicants to get in touch to discuss this role. Please contact Trusts and Foundations Manager [laura.myatt@shinecharity.org.uk](mailto:laura.myatt@shinecharity.org.uk) to arrange an exploratory discussion.

To apply, please submit your **CV and supporting statement**, which should outline your interest in this role and explain how you meet the criteria listed above to [recruitment@shinecharity.org.uk](mailto:recruitment@shinecharity.org.uk)

**\*Applications without a supporting statement will not be considered\***

**Closing date:** Monday 9<sup>th</sup> January 2023 (midnight)

**Interview date:** Preliminary telephone interviews will take place in the w/c 16<sup>th</sup> January 2023.