

## Fundraising Assistant

### Purpose of Role:

The Fundraising team is responsible for raising money as well as maintaining close relationships with private donors, organisations and companies. This division builds up long-term partnerships and sponsorships with The HS Trust supporters by turning workable ideas into reality to hit our annual targets.

### What qualities and skills are we looking for?

- Experience in the fundraising sector including a successful track record of meeting and exceeding challenging targets and year on year income growth is desirable. (Desirable)
- Experience of project management on a tight budget.
- Experience within a trust and foundations development environment. (Desirable)
- Proven track record in participation in successful grants and proposals. (Desirable)
- Ability to produce clear, professional, written materials to support business development opportunities.
- Knowledge of UK fundraising market and the charity sector
- An understanding of best practice in supporter acquisition, development and retention.
- Ability to form effective internal and external relationships.
- Ability to work well under pressure and to meet deadlines.
- Distinctive organisational skills in combination with true willingness, commitment and high flexibility.
- Direct marketing / sales experience in a comparable role would be useful, as well as strong communication and presentation skills, alongside a proactive and polite manner.
- Understanding of key areas of legislation, regulation and online mechanisms related to fundraising activities.
- A proactive, flexible and friendly manner with a solid customer service focus with an ability to build strong, mutually respectful effective relationships with internal colleagues, volunteer supporters and external partners.
- Sensitivity and empathy in working with patients and their families.
- Willingness to travel nationally.
- Must have a good understanding of, or personal experience of Hidradenitis Suppurativa

### Key Responsibilities:

- Develop and maintain a fundraising pipeline, research and apply to new trusts, foundations, institutional donors, and general public.
- Manage relationships with and write reports for all trusts, foundations, institutional funders and support report writing when needed.
- Work with the fundraising team to identify most compelling grantee case studies and convert these into powerful fundraising tools.
- Develop materials that powerfully communicate the impact of funding to trust and foundations (including pitch presentations and review meetings as well as country level or global proposals).
- To ensure all fundraising regulations, charity law and regulations are met and reflect best practice, particularly as these relate to fundraising standards, Data Protection
- Any other duties as required by the committee.

### What can we offer you?

- Develop your skills within a leading national charity
- Gain valuable experience for your CV
- Meet new people
- Make a valuable contribution to the work of The HS Trust
- Ongoing training and support within your role
- Expenses will be reimbursed for costs incurred while volunteering

If you are within easy reach of our head office in Chatham, Kent, and would like to apply for the position, please send an email, together with your CV to [volunteering@hstrust.org](mailto:volunteering@hstrust.org) for an informal meeting.

#### **PLEASE NOTE:**

This is an unpaid volunteer position, however, it is possible that it could be offered as a paid part-time/full-time position at a later date. CLOSING DATE: 09/11/2015