

Job Title	Trusts, Grants and Major Donor Relationship Officer/Fundraiser
Location	Lewis-Manning Hospice 1 Crichel Mount Road, Lilliput, Poole BH14 8LT
Reporting to	Fundraising Manager

Job Context	Lewis-Manning Hospice, set in its own grounds in Lilliput, is a centre offering specialist care to local people living with cancer and other life-limiting illnesses and their carers. The hospice is primarily funded by charitable donations.
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Job Purpose	<ul style="list-style-type: none"> • To generate income from UK charitable trusts and foundations to meet agreed income targets • To develop and build Major Donor relationships and manage a programme of appeal activity • To grow a deep understanding of the work of the hospice and to share that knowledge passionately and sympathetically for the benefit of others. • To turn opportunities into actions which support the work of the hospice • To develop and manage all aspects of trusts, grant and major donor fundraising
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Responsible for:

- Generating income from charitable trusts, foundations and major donors in line with an agreed target.

Key Responsibilities:

- To develop a rolling strategy of applications to charitable trusts and foundations
- To identify and research funds available
- To gather information and develop proposals, complete applications and reports as appropriate
- To develop a winning case for support for Major Donors
- To build and manage Major Donor relationships
- To manage a programme of Major Donor appeal activity to secure new supporters and individual donations from existing supporters

Duties and Responsibilities:

- To meet agreed financial, operational and personal objectives
- To ensure Trust activities are developed and implemented in accordance with charity law in line with Charity Commission guidelines, the Charity's internal procedures, Institute of Fundraising Codes of Practice and in order to protect and enhance the organisations reputation.
- To prepare and send detailed, timely and appropriate appeals to charitable trusts and foundations
- To follow-up appeals where necessary
- To maintain close relationships within the Hospice to determine possible new appeals for capital items or new service provision
- To carry out systematic research for new trusts using appropriate criteria
- To be on the lookout for new grant opportunities from whatever source
- To identify, cultivate, maintain and develop Major Donor Relationships
- To create a rewarding stewardship plan for Major Donors ensuring supporters are effectively engaged in the work of the hospice and thanked for their contribution.

This is an outline job description and may be subject to change, according to the needs of the service, in consultation with the post holder. A job description review will automatically take place as part of the Annual Appraisal.