



## JOB DESCRIPTION

<b>Title:</b>	Fundraising Officer - Trusts
<b>Area of Responsibility:</b>	Fundraising
<b>Responsible to:</b>	Fundraising Manager
<b>Responsible for:</b>	Supervision of volunteers
<b>Contract type:</b>	Temporary (maternity cover) – Until 30 June 2025
<b>Responsibility Grade:</b>	4
<b>Salary &amp; employee benefits:</b>	<p>£24,886 p.a.</p> <p>CAT offers a generous annual leave allowance of 25 days p.a., plus bank holidays (usually 7-8 days), plus additional allowance at Christmas (usually 3 days), plus 1 extra day for every year worked (up to 5 days).</p> <p>CAT also offers an attractive package of employee benefits, including:</p> <ul style="list-style-type: none"><li>• a free cooked lunch and free hot drinks from the café whenever working from the CAT eco centre</li><li>• 40% discount on retail goods purchased from CAT</li><li>• Opportunities for CPD training, qualifications &amp; professional memberships to be funded by CAT</li><li>• Opportunity to take 2 CAT short courses per year free-of-charge</li><li>• the opportunity to purchase additional holiday days</li><li>• a 'Cycle to Work' scheme (planned)</li><li>• 5% pension contribution</li><li>• generous maternity and paternity entitlement and Death In Service benefit</li><li>• 2 hours per month for general health &amp; wellbeing &amp; 2 hours per month for Welsh language tuition.</li></ul>
<b>Location:</b>	Flexible: home-working with regular visits to the CAT eco centre near Machynlleth
<b>Hours:</b>	Full-time: 37.5 hours per week.
<b>Working Days:</b>	Usually Monday to Friday, core hours are from 10am to 4pm. Occasional weekend and evening working.
<b>JD Date:</b>	March 2024

## ABOUT THE CENTRE FOR ALTERNATIVE TECHNOLOGY

The Centre for Alternative Technology (CAT) is an internationally renowned environmental charity based near Machynlleth in Mid Wales.

CAT provides inspiration, education and training in solutions to the climate and biodiversity emergency.

Key activities include residential, in-person and online short courses and events, vocational training, and postgraduate degrees in a wide range of sustainability-related topics. Our free Information Service provides advice for individuals, and our Zero Carbon Britain team publishes research and works directly with councils, communities and other organisations to help transform complex economic, social and political systems.

This is a very exciting time to join the organisation, particularly for a fundraiser with a focus on trusts and foundations. CAT recently entered an exciting phase in its development, launching a £20 million capital fundraising campaign to rejuvenate our visitor centre. This will provide the postholder with opportunities to support work on high profile funding applications, gaining invaluable experience to further their career goals.

## OVERVIEW OF ROLE

*This is an opportunity for a motivated and enthusiastic individual to work in our fantastic, skilled Fundraising Team in an exciting period of ambitious growth. The role offers many opportunities to develop trusts and foundations fundraising skills and experience.*

CAT's Fundraising Team is responsible for raising vital funds for CAT's core and project work from individuals, trusts and foundations, statutory sources, groups and organisations. This is essential for CAT to fulfil its charitable mission – to inform, inspire and enable people to take action for a sustainable future. The post-holder will play an essential role within this team.

To successfully raise funds from trusts and foundations, the postholder will work closely with and be supported by other members of the team including the Fundraising Team Manager, the Fundraising Manager for Major Donors & Legacies and the Head of Strategic Funding and Programmes. They may also provide support to these team members if required to raise funds from statutory, corporate, group or individual sources, including by helping to organise events and webinars, and may be required to provide supporter care and administration support for another Fundraising Officer.

To engage and deliver successful strategies for fundraising from trusts and foundations, the postholder will research relevant sources of income; consolidate this funding and project information and provide support for the setting and monitoring of project budgets; keep the project pipeline updated; research, engage and develop relationships with donor prospects and ensure stewardship; submit a rolling programme of applications; and monitor and evaluate feedback. They will also ensure that donors are thanked and receive appropriate recognition, and ensure compliance with CAT's policies and procedures, whilst maintaining records and managing any reporting requirements.

## MAIN RESPONSIBILITIES

### Trusts and foundations:

- To work with the Fundraising Manager and Head of Strategic Funding and Programmes to support the development and implementation of strategies and plans for fundraising from trusts and foundations, including through an audit of trusts and foundations.
- To provide support to lead staff in project development including budget setting, monitoring and reporting
- To research trusts and foundations funding prospects.
- To maintain and further develop a project pipeline and rolling programme of bids.
- To engage with, develop and maintain strong relationships with trusts and foundations and statutory funding bodies.
- To research, complete and submit compelling funding applications, liaising closely with relevant staff within CAT and, where relevant, partner organisations.
- Ensure appropriate stewardship of supporters.
- Ensure funders are thanked and their support is acknowledged appropriately.
- Ensure that the process for reporting on grants is monitored and that teams understand their roles and responsibilities once funding is secured.
- To ensure appropriate monitoring and evaluation of funding bids.
- Ensure data and records are kept up to date and that staff follow good practice.
- To assist with staff training, development and motivation, ensuring that all staff receive adequate induction, health and safety and customer care training.
- To provide support for the management of fundraising budgets, including invoice and income coding and monitoring income and expenditure.
- To contribute to regular Key Performance Indicator reports.
- To maintain accurate and complete information on the trusts fundraising databases.

### Other duties:

- To provide support to team members if required to raise funds from statutory, corporate, group or individual sources, including by helping to organise events and webinars.
- To provide supporter care and administration support for the Fundraising Officer.

- Any other appropriate duties as defined by the Fundraising Manager.

PERSON SPECIFICATION			
Description	Essential	Desirable	How evaluated
<i>Education and qualifications</i>			
a Good general level of education	*		Application form and evidence of qualification
<i>Knowledge and experience</i>			
b Experience of working in the third sector		*	Application form, interview and references
c Experience of fundraising and managing funded projects		*	
d Experience of fundraising from trusts and foundations		*	
e Experience of research		*	
<i>Aptitude and skills</i>			
f Excellent interpersonal skills	*		Application form, interview and references
g Good oral and written communication skills	*		
h Excellent organisational skills	*		
i Strong attention to detail	*		
j Computer literate: MS Word & Excel, email	*		
<i>Personal attributes</i>			
k Capability of demonstrating self-motivation	*		Application form, interview and references
l Ability to work effectively as part of a team	*		
m Ability and willingness to maintain absolute confidentiality of sensitive information	*		
n Able to speak Welsh		*	
o If not able to speak Welsh, willing to learn	*		
p Empathy with ethos and core values of CAT	*		
<i>Circumstances</i>			
q Ability and preparedness to work flexibly	*		Application form, interview and references

It is in your own interest that you are explicit in your application about how you meet the stated criteria and responsibilities of the job. You are encouraged to provide relevant and explicit examples.