



Callander Youth Project Trust

6 Bridgend, Callander, FK17 8AH

Tel: 01877 330141

Email: info@cyp.org.uk

JOB DESCRIPTION **Trust and Grants Fundraiser**

Job Title:	Trust and Grants Fundraiser
Location:	Home based
Hours:	Flexible (guaranteed minimum of 20 hours per month)
Contract type:	Self-employed
Salary Range:	£20 per hour (negotiable depending on experience)
Accountable to:	CYP Manager

JOB PURPOSE

Increase CYP's voluntary income, principally from applications to trusts and grants. This will involve liaising with funders and members of the CYP staff team in order to ensure appropriate consultation and research has taken place in advance of applications being submitted.

In your role, you will represent and promote the work, vision and purpose of CYP whilst contributing to the financial security of the charity in line with the fundraising strategy.

PRINCIPAL ACCOUNTABILITIES

- **Planning and Development**
 - In conjunction with the Manager, plan, implement and review an effective Fundraising strategy for CYP, acknowledging specific work plan targets which are related to this post
- **Finance**
 - Responsibility of meeting agreed income targets and preparing budgets for funding applications
 - Provide reports for internal stakeholders, primarily the Board of Directors and Management Team, on the progress of funding applications in relation to financial targets
- **Applications to Trusts and Grants**
 - Research relevant funders, and liaise directly with them to discuss viable funding opportunities
 - Identify new funding sources for existing work and where appropriate, ensure new initiatives and projects can also be developed
 - Develop funding proposals to match donor interests and organisational need
 - Write cases for support for applications, incorporating case studies, consultation feedback and evidence to strengthen the proposal. This will require liaising with the staff team
 - Manage existing relationships with funders
 - Maintain a comprehensive schedule for reporting and general stewardship ensuring appropriate and timely feedback and reports on successful funding applications
- **Communication and Relationship Management**
 - Promote the positive impact of projects being delivered/supported by CYP in the community which are trust and grant funded

- **Governance**

- Assist in the preparation of relevant monitoring reports as required by the board
- Liaise with Trustees as and when necessary
- Ensure fundraising activity is carried out in accordance with current good practice and within charity law
- Keep up to date with local government legislation, charity law, national fundraising guidelines and CYP policies and procedures to ensure all fundraising activities are compliant

- **General**

- Undertake all other reasonable duties as required by the organisation

SPECIAL FEATURES/ADDITIONAL DUTIES

- The organisation reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business
- There may be a requirement to undertake additional hours on a flexible basis

Agreement

Trust and Grants Fundraiser Signature:

Manager Signature:

Date: