

ROLE DESCRIPTION

Trust Fundraiser – hybrid or based in our office in Shrewsbury

This is an exciting opportunity to join our small fundraising team based in the centre of Shrewsbury, to help build brighter futures for young, disadvantaged men and women in Zambia.

We are looking for an experienced fundraiser with a track record of success in trust fundraising and relationship management, or the ability to show transferable skills. The successful candidate will support our Head of Strategic Partnerships to grow our income and build strong relationships with funders.

We offer flexibility in hours and location, with regular visits to Shrewsbury.

Time allocation: 15 hours a week (*i.e. 2 days flexible*)

£25-28k *pro rata* depending on experience.

Key Responsibilities

- Actively manage a portfolio of small/medium grants
- Research and analyse potential 'new' grant-makers for new funding proposals
- Gather relevant data and programme details, and organise for donor reports, proposals and other donor specific communications.
- Write and submit high quality reports and funding proposals for existing and new grant funders
- Establish and maintain effective stewardship of donors to secure repeat or new funding
- Other fundraising team support as required (*i.e. supporting events, copywriting, etc*)

Person Specification *we also accept the ability to show transferable skills*

- Proven experience in researching and writing funding applications
- Excellent writing skills with meticulous attention to detail
- Strong organisational and administrative skills
- Ability to understand and communicate data to secure and maintain funding
- Proven experience of relationship management
- Proven experience of raising funds from grant-makers
- Experience of reporting in databases (we use Salesforce) desirable

Key relationships:

- Line manager – Head of Strategic Partnerships
- Head of Fundraising and Communications, Communications Officer, relevant Zambia team members



TO APPLY please send a cover letter (not more than two pages) and CV to recruitment@builditinternational.org with Trust Fundraiser in the subject line by 0900 BST on **Tuesday 11th April**. We will consider applications as they come in. Thank you for your interest.