**Rotunda Ltd**

**Job Description**

**JOB TITLE: Trust and Foundation Fundraiser**

**LOCATIONS: Rotunda Ltd, Great Mersey Street, Liverpool**

**REPORTING TO: CEO**

**SALARY:**

**HOURS: 37.5 hours/week - Monday to Friday**

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**OVERALL PURPOSE OF THE POST**

Rotunda Ltd are a well-established and highly regarded North Liverpool based Charity, providing education, training and community services to people from across the Liverpool City Region.

We are looking for an experienced, results-driven trust fundraiser to join Rotunda at an exciting time in our development for the future and to support our programme to secure funding from private and statutory grant-making organisations. The Trusts & Foundations Fundraiser will develop and have responsibility for our grants fundraising programme, driving our strategic approach to the evolving UK funding environment to support the continued growth of our amazing Charity.

**Who are we:**

* We’re a family, not governed by hierarchy;
* We have a strong sense of individual responsibility;
* We support, not manage;
* We learn, we don’t blame;
* We communicate well between teams and departments;
* We are an employer of choice; and
* We are supportive, empathetic and trust each other.

Responsible to the Chief Executive Officer, the Trust and Foundation Fundraiser will be an experienced bid writer with a proven track record of building successful pipelines and stewarding support for Rotunda. This role gives you the opportunity to do something amazing for our local communities, create a role and make your mark at one of Liverpool’s most progressive community charities.

**MAIN DUTIES AND RESPONSIBLITIES**

1. Identify and develop a sustainable income pipeline.
2. Undertake thorough research into current and potential prospects, with a priority on unrestricted and multiannual opportunities.
3. Prepare and submit high quality and inspirational applications and project reports, addressing grant-making priorities.
4. Collate and submit progress and financial spend reports for active and complete grants, as well as financial claims and relevant documentation.
5. Ensure our internal reporting is timely, accurate and maximises future funding opportunities, with all relevant information stored centrally.
6. Setting and forecasting the Trusts and Foundations income and expenditure budget within the overall Organisational budget.
7. Contribute to the development of a productive team culture and create an enabling environment for income generation.
8. Support the Chief Executive Officer to manage relationships with key statutory and trust funders.
9. Carry out other duties as directed by the CEO and the Board of Trustees

**Rotunda Ltd - Person Specification**

**EXPERIENCE, KNOWLEDGE AND SKILLS**

* Track record in meeting and exceeding ambitious financial targets.
* A highly customer focused approach.
* Be able to communicate at all levels.
* Be personable and committed to a job well done.
* Passionate about performance and participation in the arts.
* Wide understanding of all aspects relating to equality of opportunity and the ability to relate to the needs of a diverse community.
* Excellent interpersonal and communication skills and the ability
* to convene and conduct meetings.
* Ability to monitor and evaluate aspects of practice and provision and manage change.
* To continue personal and professional development.
* An understanding and personal commitment to the vision and values of Rotunda Ltd
* To be fully vaccinated against the covid variants

**This post is subject to DBS disclosure**

**PERSONALITY & DISPOSITION**

* Ability to contribute to team working and to take lead role when necessary.
* Must have flexible attitude to daily routines and working hours.
* Ability to recognise opportunities to develop/promote/expand the provision offered by Rotunda.
* Must have calm, diplomatic approach on telephone and face-to-face meetings.
* Must have excellent one-to-one skills and be capable of adapting approach to meet the needs of a wide variety of situations.
* Commitment to equality of opportunities and safeguarding and a willingness to identify and pursue own training needs.