



Job Description

Trusts & Grants Executive

Supported by:	Fundraising Manager
Hours:	35hrs per week
Location:	Business Design Centre, London, N1 0QH You will be required to travel very occasionally within the UK
Salary:	Competitive
Annual Leave:	23 days per annum (rising to 28 over period of service) plus bank holidays

A Contributory Pension Scheme is available to all employees.

A fantastic opportunity for either your first fundraising role in a dynamic and high performing team, or an opportunity to broaden your existing fundraising skills in a new and exciting arena.

Providing unforgettable holidays for over 50 years

Revitalise is both the UK's largest provider of respite holiday breaks, and the UK's largest residential volunteering charity. With 50 years' experience our three holiday centres now provide close to 5,000 essential breaks each year for disabled people and those who care for them.

At Revitalise we work hard to create amazing holidays for our disabled guests and their carers. We like to come to work determined that the world is going to be a slightly better place for people at the end of today than it was yesterday, and that we're going to help make that happen.



You will be inspired by our guests, you will share their stories, and you will forge connections you will never forget. What you do will make a real difference to guests' lives.

Your role

We need you to arrive with passion and an ability to write well, with impact and warmth, and to enjoy telling stories. Fundraising experience is welcomed but not needed, we will provide full training from our 55 years experience. We guarantee that you will learn a lot!

The Trusts and Grants Executive will be a key member of the dynamic and multi-skilled Fundraising Team, working alongside the Fundraising Manager. You will deliver excellent stewardship to existing funders by providing them with regular information and feedback regarding the impact of their donations, as well as developing new funding relationships to help achieve the fundraising target.

You will work alongside the other members of the Fundraising and Marketing teams to represent Revitalise in the best possible way and support our overall strategy.

Summary of Main Duties:

- Achieve a yearly income target, as agreed with the Fundraising Manager
- Maintain and develop existing relationships with Trusts and local authorities assigned to your individual portfolio, to enhance income for Revitalise
- Identify and research Trusts and other grant making bodies which have the potential to make donations to Revitalise and target them with the appropriate approach
- Develop and deliver high quality written proposals for funding, in line with the organisation's strategic aims and operational requirements



- Ensure that all reporting requirements are met and reports submitted according to agreed schedules and in line with funders' criteria
- Provide excellent stewardship and present the best interests of Revitalise to a range of funders, through written, telephone and face-to-face contact
- To maintain accurate analysis and reporting about all supporters and applications, and to ensure the Revitalise database is kept up-to-date
- To undertake any other duties that the Fundraising Manager may reasonably require

Other duties

- To ensure that all supporters are valued
- To attend and contribute constructively to team meetings as required
- To positively promote the work and activities of Revitalise at all times to ensure that it is acknowledged as a charity deserving of voluntary financial support by the general public
- To engage with other areas of fundraising activity where appropriate
- To support the Fundraising Manager and keep up to date with best practice in fundraising and comply with relevant legislation, regulation, and industry best practice

This Job Description is not exhaustive and the post holder may be required to undertake other appropriate duties and projects from time to time.

CATEGORY	Essential	Desirable	Evidenced By
Qualifications			
Educated to A-level or higher		X	CV
Skills			
Excellent time management skills	X		Interview
Excellent written and oral communication	X		CV & Interview



Familiarity with fundraising/marketing/CRM databases and the ability to conduct analysis using Excel		X	Interview
Experience of stewardship		X	CV & Interview
Understanding of Trust and Foundation activity		X	CV & Interview
Good IT skills and familiarity with Microsoft Office programmes	X		CV & Interview
Experience and knowledge of digital and social media		X	CV & Interview

Work Experience			
Networking skills engaging and representing supporters at all levels.	X		Interview
Ability to work on own initiative	X		Interview

Personal Qualities			
Positive attitude towards disability	X		Interview
Committed to equal opportunities	X		Interview
Adaptable to different situations	X		Interview
Creative and innovative.	X		Interview
Team player and flexible approach to work.	X		Interview
Driven by results and is target driven	X		Interview
Ability to work on own initiative	X		Interview
Positive 'can do' attitude	X		Interview