



**HAMPSHIRE AND
ISLE OF WIGHT
AIR AMBULANCE**

Job Description

Position title: Trusts and Foundations Fundraiser

Area: Hampshire and Isle of Wight

Reports to: Fundraising Manager

Main purpose of the role:

The post holder will be responsible for developing new relationships with Trusts and Foundations, and to provide outstanding donor care for existing relationships. The post holder will ensure that our annual Trust and Foundation income continues to grow.

Main responsibilities:

- Ensure that Trusts and Foundations fundraising activity is implemented and managed across Hampshire and the Isle of Wight to deliver income targets in line with HIOWAA's strategic plans.
- Identify opportunities to raise unrestricted and restricted funds from trusts and foundations as appropriate.
- Conduct thorough, accurate and tangible research that will assist with grant applications and maintain accurate database records.
- Research the optimum time to approach trusts and foundations and ensure high quality applications are submitted within deadlines.
- Host trust and foundations events to introduce prospective supporters to our service.
- Follow up approaches and check on progress to ensure that applications are fully considered by donors, and that the final outcome can be monitored.
- Ensure that all donations are properly acknowledged in a timely fashion and that all trust pledges and on-going annual awards are received.
- Ensure a feedback system is in place to meet reporting requirements within donors' deadlines.
- Be resourceful and use personal experience to develop the Charity's relationship with donors.
- Contribute to the Fundraising Team to generate ideas and initiatives.
- Manage both financial and supporter records through the HIOWAA CRM database.
- Respond appropriately to all queries, providing information, advice, support and materials quickly and efficiently; tracking all such enquiries and keeping accurate records.
- Maintain efficient and effective communications when carrying out all acknowledgements, thank you letters, formal acknowledgements, and other correspondence, and keeping accurate records and file copies.

Key Skills / Requirements: The job holder will have;

- Strong interpersonal, networking and influencing skills with the ability to deliver professional applications and presentation (both in writing and in person) on behalf of HIOWAA.
- Demonstrable experience of producing high quality written work.
- Demonstrable experience of managing a diverse workload and working to deadlines under pressure.
- Preferably at least 2 years' experience of Trust and Foundations fundraising.

- The ability to provide fundraising solutions appropriate to the audience being addressed.
- Understanding of how to maximise Trusts and Foundations fundraising opportunities
- A solid understanding of modern fundraising techniques, including digital marketing and social media.
- Numeracy and analytical skills with excellent organisational and time management skills.
- A willingness to take part in training as required by HLOWAA.
- A flexible approach and a willingness to travel (within the region) and work unsocial hours.
- The ability to travel to events and donors throughout the region with effective, efficient and reliable transport. A full, clean and UK recognised Driving Licence will be required for use of Charity vehicles.

The Trusts and Foundations Fundraiser will have non-exclusive use of charity vehicles to undertake their duties.

Signed..... Date.....