Job Description - Funding Officer

Job title: Funding Officer
Location: Edinburgh
Salary: £22,119 - £26,258 gross per annum
Contract type: Permanent full-time
Hours: 37.5 per week
Responsible to: Fundraising Manager
Responsible for: N/A

Job Overview

Venture Trust works with people experiencing complicated life circumstances. Through the provision of wilderness-based personal and social development programmes, we equip them with the confidence, motivation and core life skills that they need to make positive changes in their lives.

The post-holder will work within the team responsible for the development, management and administration of funding within Venture Trust, assisting in managing and developing existing funding relationships and in securing new sources of funding from a portfolio of supporters. The post-holder will also produce progress reports and other materials required by funders and supporters.

The role is a varied one, but the three main areas of responsibility will initially be balanced as follows:

- Preparing applications and reports for, and managing relationships with, Trusts and Foundations: Approx 50% of the role.
- Supporting the development and delivery of Venture Trust’s individual, events and corporate funding strategies: Approx 35% of the role.
- Delivering communications, marketing and publicity-based activities, particularly where these support the development of voluntary giving: Approx 15% of the role.

The post-holder will add value to the organisation’s existing work in the areas above – consolidating and bringing a high-quality approach to existing relationships and income streams, whilst bringing drive and energy to develop new opportunities. There is real opportunity to progress within the role, and to help shape the future of Venture Trust’s funding mix – and the role itself – in the short-to-medium term in line with the organisation’s evolution and new opportunities which emerge.

Main Responsibilities

Grant applications and administration:
- Raise funds by preparing an agreed range of funding applications in line with Venture Trust Business Plans, Strategic Plans and Funding Development Strategies, particularly those targeting trusts, foundations and local businesses, and assist in the preparation of bids to other funding agencies as required.
- Assist in the preparation of budgets within funding bids, working closely with the finance team and other Venture Trust staff to ensure accurate costings.
- Prepare an agreed range of reports and other materials for funding agencies, particularly for trusts, foundations and other funding sources as required.
- Work with the Finance team to assist in effective expenditure reporting to trusts, foundations, and other funding agencies as required.
- Act as the first point of contact for specified funding agencies and individuals.
- Attend meetings, conferences and events pertinent to trust, foundation and other relevant sources of funding.

**Voluntary fundraising and funding development:**
- Assist in the development, implementation and monitoring of Venture Trust’s Funding Development Strategy.
- Develop relationships with individuals and businesses to encourage support and increase voluntary giving activity.
- Co-ordinate and oversee the challenge event portfolio including supporter care and event planning.
- Administer a portfolio of websites through which online voluntary giving to Venture Trust is possible (e.g. “Virginmoneygiving” and “JustTextGiving”).
- Remain vigilant for developments in the local business, voluntary giving, trust and foundation sector that might provide opportunities for developing Venture Trust’s funding base.

**Communications, marketing & publicity:**
- Co-ordinate the management and administration of case studies, statements of support, quotes, photographic, video and other materials for use in Venture Trust communications.
- Administer and keep up-to-date Venture Trust’s social media pages and produce funding related content for our website. Support the development of these resources to maximise their effectiveness and impact.
- Produce and administer an agreed range of communications materials including a supporter newsletter to maintain and enhance relationships with businesses, voluntary givers and other supporters.
- Assist in the production of press releases when required.
- Carry out promotion and marketing of challenge events and fundraising activity

**Internal:**
- Keep effective records of funding bids, reports and communications with trusts, foundations, businesses and voluntary givers, in accordance with established Venture Trust information management systems.
- Assist in the production of reports for Venture Trust staff, management groups, Board and subcommittees.
- Assist in inducting, training, supporting and occasionally line managing volunteers or paid interns taken on to support funding, contracts and communications work for which you have lead responsibility.
Other:

- Work within the policies and procedures of Venture Trust and undertake any other reasonable duties, commensurate with the job title, as may be determined by the Line Manager.
- Undertake training and professional development as and when required.

Person Specification

Skills and experience

Essential:

- Educated to degree level or equivalent
- Experience working in fundraising, including the preparation of funding applications for trusts, foundations or businesses.
- Proven track record in raising income from at least one of the following sources: trusts, foundations, individuals or businesses.
- Good verbal and written communication skills, and the ability to present Venture Trust’s work effectively and persuasively to a range of stakeholders.
- Good interpersonal skills, and the ability to motivate people and organisations to support Venture Trust’s work.
- Systematic and thorough, with an eye for detail.
- Highly numerate.
- Ability to manage and prioritise a varied workload, working under pressure to tight deadlines.
- Excellent administration skills.
- Good working knowledge of MS Office suite (Word, Excel).

Desirable:

- Some working knowledge of social media, website content management, and / or online giving platforms.
- Some knowledge of youth work, social exclusion, or the criminal justice system in Scotland.
- Understanding of budgeting and financial reporting.
- Some working knowledge of PowerPoint and Publisher.
- Some working knowledge of databases.

Personal qualities:

- Commitment to Venture Trust’s mission and values - desire to make a difference.
- Team player
- Flexible, and willing to work in the fast-paced and constantly changing environment of a growing service-providing charity which operates across the UK
- Conscientious and responsible
- Ability to work on own initiative and to contribute ideas
- Ability to support and enthuse others and maintain a professional image
- Willingness to travel periodically to Venture Trust field offices in Scotland and spend occasional nights away from home.

Venture Trust is committed to promoting equality and diversity.