



### **Trusts & Foundations Fundraiser**

The Trusts and Foundations Fundraiser Volunteer supports the organisation's fundraising efforts by identifying and securing funding from charitable trusts, foundations, and grant-making bodies. The role involves researching potential funders, assisting with the preparation of grant applications and funding proposals, and helping maintain accurate records of applications, deadlines, and outcomes.

Working closely with the fundraising team, the volunteer helps ensure funding opportunities are maximised to support the organisation's programmes and long-term sustainability. This role is ideal for someone interested in fundraising, grant writing, research, and the charitable sector.

#### **Key Responsibilities**

- Research charitable trusts and foundations that align with the organisation's mission
- Assist with drafting and submitting grant applications and funding proposals
- Track application deadlines and maintain funding records
- Help gather supporting information, budgets, and impact data for proposals
- Support the development of relationships with funders where appropriate
- Assist with reporting requirements for successful grants

#### **Skills and Experience**

- Strong research and written communication skills
- Good attention to detail and organisation
- Interest in fundraising, grant writing, or the charity sector
- Ability to work independently and meet deadlines

This role can be done remotely, with weekly Team meetings, we ask that volunteers give at least 2-3 hrs a week for this role.