

## Trusts and Grants Fundraiser

**Salary:** £28 -£32,000 FTE

**Hours:** 25 hours per week (worked over 4 days but can be flexible, full time may be considered)

**Location:** Hybrid, based at our Centre in Reading with opportunity for some home working

**Responsible to:** Senior Fundraising Manager

**We are looking for an experienced Trusts and Grants Fundraiser to take on a well-established trusts pipeline, writing compelling applications, stewarding existing funders, reporting on outcomes and researching and developing new opportunities.**

### Who we are

The Berkshire MS Therapy Centre is supportive service offering physiotherapy, footcare, Oxygen therapy, counselling, massage, and alternative therapies to alleviate and improve the symptoms of local people living with MS.

Our aim is to empower people to navigate the challenges of living with MS, by providing therapies, information, and a supportive community.

We run a specialist Centre based in Reading and provide a number of remote therapies. With no NHS funding, we need to raise over £700,000 each year to support our members. The support we provide will improve our members' physical health and emotional wellbeing – not just now but the rest of their lives.

The Berkshire MS Therapy Centre seeks to provide not only a place where physical and cognitive health can be supported but also a safe space and sense of community where people can find themselves again, surrounded by those who understand their experience.

We offer tailored support, with specialist care and expertise for people at whatever stage of their MS journey – we cannot cure MS, but we are working to improve the lives of those living with the condition.

### **Main purpose of the role**

We are looking for an experienced Trust Fundraiser to join us and make a difference to the lives of those we support. Working as part of a small Fundraising and Communications Team, you will focus on our Trusts and Grants Fundraising, preparing, and developing applications, stewarding existing funders, reporting on outcomes.

Working with a well-established pipeline, you will also look for future opportunities and potential for growth.

You will be working as part of a supportive and collaborative Fundraising and communications team, bringing your expertise and enthusiasm to help us meet our annual targets and continue in our mission to improve the lives of local people living with MS.

### **Main roles and responsibilities**

- Responsible for supporting our trust fundraising strategy and managing established pipeline
- Prepare thorough and well researched applications
- Steward a portfolio of existing funders
- Nurture and grow relationships
- Research and develop new funding opportunities in line with fundraising strategy
- Prepare relevant and accurate funding budgets
- Keep up to date records
- Record detailed notes of funder progress and opportunity on Beacon CRM
- Provide monthly reports for Senior fundraising manager, Centre Manager and Trustee Board
- Be an active member of our fundraising and communications team, supporting additional tasks as required

Please note: this role is subject to a DBS check

We are committed to equality. We encourage applications from all parts of the community irrespective of gender, race, colour, age, sexual orientation, or disability.

The successful applicant will be selected based on merit. You will need proof that you have the right to work in the UK.

### **Person Specification**

#### **Education**

Educated to degree level or relevant demonstratable professional experience

#### **Essential skills/experience**

- Experience of working in a Trust Fundraising role
- Excellent verbal and written communication skills
- Experience of working with budgets
- Strong organisational skills
- Knowledge of GDPR and data management
- Experience of working in the charity sector
- Ability to listen and communicate effectively
- Willingness to learn and adapt to new ways of working
- Able to multitask
- Good attention to detail and accurate record-keeping
- Strong team player

#### **Desirable skills/experience**

- Knowledge of Beacon or other CRM
- Wider experience of working within a fundraising team

#### **Personal qualities**

- Empathy for people living with long term conditions.
- Team player
- Flexibility
- Hardworking
- Able to work under pressure
- Attention to detail
- Discretion

### Other

- The ability to work out of hours (TOIL will be provided)
- A DBS check is essential

### Benefits

- Flexible working conditions
- Supportive and inclusive team
- Strong sense of community and purpose
- Opportunity to make real impact
- 25 days paid annual leave plus statutory and national holidays (pro-rata), increasing to 30 days after 5 years continuous service
- We have an optional pension scheme, and we will double-match your pension contribution (up to 10% employer contribution)
- Free car parking

### How to apply

To apply please send a cover letter explaining how you meet the criteria of the post (ideally no more than 2 pages each) and your CV to [accounts@bmstc.org](mailto:accounts@bmstc.org).

The most important part of the application is your cover letter and please use the opportunity to explain why you would like to work for the Berkshire MS Therapy Centre and how you meet the person specification.

If you have any questions prior to applying, please contact Freia Pagdin at [Freia@bmstc.org](mailto:Freia@bmstc.org) or call 0118 901 6000.

**Deadline: 11am, Monday 4<sup>th</sup> May**

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