

Trust Fundraiser (Surrey based)

Who we are

The Eikon Charity helps children and young people in Surrey to feel and be safe, heard, and supported. We listen, talk, and help them build the skills and confidence they need to thrive. And we work with families and professionals to make sure that everyone gets the support they need. We are looking for people with passion and expertise to join the team.

Our vision

For all children and young people in Surrey to be safe and to thrive.

Our mission

To enable and support children and young people in Surrey to have the wellbeing and resilience they need to stay safe and to thrive.

Our values

We elevate and amplify the voices of children & young people.

The needs of young people guide everything we do, shaping every decision and action we take.

We act with compassion.

We empathise with the pressures of modern life and feel compelled to help without judgement.

We work together.

Partnering with parents, carers, schools, policymakers, and young people themselves helps us all to succeed.

We take responsibility.

We recognise our part to play in the future of children & young people, and we hold ourselves accountable for their success.

Our culture

We recognise our collective strength and champion the power of individuals. Our teams are amazing and inspire people every day. We work hard to create an environment where all of our staff and volunteers feel comfortable to bring their whole selves to work.

Diversity enriches us and improves the support we give children and young people.

The work we do creates change to be celebrated, rewarding moments, and outcomes to be proud of every day. It can also bring professional and personal challenges to each of us.

We support each other to share our moments of success, do the best we can for young people, ensure everyone enjoys their work, and support our colleagues when they need it.

The practicalities

Location:	Will require travel to a variety of locations across Surrey and the Eikon Offices, New Haw
Length of Contract:	Permanent
Hours:	37.5 hours per week (open to part time conversation)
Pay:	£32,000 to £34,000 depending on experience

Benefits:	5 weeks holiday a year plus Bank Holidays Sick pay Safeguarding training Flexible working where role allows Pension scheme Employee Assistance programme
Your line manager:	Grants & Partnerships Lead
Your team:	Engagement Team

To raise voluntary income from a range of Grantmakers including Trusts, Foundations and local Government grant funders contributing to an overall team target of £1-million. Working effectively within the team unit and across the organisation you will meet individual targets through building excellent relationships with funders, leading to more young people reached by Eikon's services.

Responsibilities

Income generation

- Raise voluntary unrestricted and restricted income through submission of high-quality proposals (60% of time)
- Lead on developing the portfolio of funders, joining external networks, seeking out leads from internal staff/ trustees and developing intelligence on potential funders.
- Provide support as requested for significant strategic opportunities to support the Grants & Partnerships Lead.
- Develop an effective approach for raising unrestricted income.
- Work to agreed metrics including an annual target of £120,000-£150,000/year (exact target will be dependent on working hours agreed and level of experience), a set number of bids and reports submitted monthly, number of multi-year commitments and lifetime value of grants (to be agreed).

Target Audience

Portfolio to include Surrey and Regional based funders including trusts, foundations and local government grant funders. Some of these will be existing, and some to be identified.

Account Management

- Provide excellent account management to grant funders.
- Optimise funding potential and retention of funders through quality and timely reports, regular communication including meetings, and through building excellent relationships.
- Thinking creatively, working with colleagues organise own events/opportunities to increase engagement of funders e.g. project visit, garden open day
- Identify other funding opportunities through relationships, for example for Major Donors, Corporate partnerships and Individual Givers.
- Lead on administration for all designated grants including thank you letters, updating Donorfy and sharing info/updates across the team (comprising approximately 15% of the time).

Internal Reporting

- Manage accurate and up to date pipeline information on Donorfy, being able to pull reports for information and analysis including:
 - Provision of data and narrative for monthly team meetings
 - Contribution to Board reporting with narrative and pipeline information
 - Analysis for annual planning sessions

Quality and standards

- Ensure all staff and volunteers understand and deliver within Eikon's safeguarding policies and practices when taking part in fundraising activities.
- Ensure all activities follow the relevant Fundraising Codes of Practice and Eikon's Ethical Fundraising Policy.
- Prepare relevant Grant Agreements and contractual information.
- Carry out risk assessments for all activities for which you are responsible.
- Carry out required basic due diligence on new funders.

Finance and resources

- Operate within organisational approved budgets, policies and procedures.

Communications and relationships

- Support and liaise with the Marketing Communications Coordinator to deliver relevant and effective content and materials.
- Proactively increase social media activity through provision of content and encouragement of funders to engage.

Strategy/transformation work

- Contribute to Engagement and Services Team's annual plans and budgets and the Grants high level strategy.
- Provide coordination and organisation of internal team planning meetings and workshop, including timings, agenda items and preparation of meeting/workshop materials.

Organisational requirements

- Work within Eikon's equal opportunities, health & safety, and safeguarding policies at all times
- Understand and act when safeguarding issues need to be escalated
- Working hybrid, with the New Haw office as the designated place of work. Expectation to be office based 1-2 days per week with availability to attend regular external meetings across Surrey. Some may fall outside working hours and on weekends
- Work co-operatively and under the management of The Eikon Charity staff to ensure the highest quality of delivery and support
- Work within Eikon's internal policies, safeguarding and data protection regulations
- Be responsible for equipment/resources
- To promote, monitor and maintain health, safety and security in the working environment

About You

Criteria	Assessed by	Essential / Desirable
Your Qualifications		
Education to Degree or equivalent standard	Application form/Interview	Desirable
Institute of Fundraising Certificate/Diploma	Application form	Desirable
Evidence of continuing professional development through participation in fundraising training, events or groups	Application form	Desirable

Your Experience		
At least two years' successful experience in trust fundraising	Application form / Interview	Desirable
Experience of writing high quality, complex proposals for both restricted and unrestricted funding	Application form / Interview	Essential
Experience of writing high quality, complex bespoke reports, and presenting verbally to funders	Application form / Interview	Essential
Experience of stewarding and cultivating relationships with senior external stakeholders (across any fundraising area)	Application form / Interview	Essential
Experience of working to, and meeting individual annual targets	Application form / Interview	Essential
Experience of working in the children's, education and/or mental health sectors	Application form / Interview	Desirable
Experience of working with a diverse range of colleagues to achieve positive results	Interview	Essential
Your Skills & Competencies		
Excellent written and oral communication skills	Application form / Interview	Essential
The ability to articulate complex information on services in a compelling way that influences positive funding outcomes	Application form / Interview	Desirable
Strong interpersonal and relationship skills	Application form / Interview	Essential
Ability to manage difficult conversations about service delays or changes in a sensitive, professional and confident way	Interview	Essential
Excellent time management: able to prioritise a varied workload, and work independently with minimum supervision to achieve objectives	Interview	Essential
The ability to understand and convey complex financial information, communicating to funders and prospects	Interview	Essential
Strong IT skills, including Microsoft 365 software and good working knowledge of a fundraising CRM	Application form / Interview	Essential
Other		
Full UK Driving License and able to travel around Surrey	Application form	Essential

This Job Description and Person Specification reflects the duties of the post as they exist at this time and may be subject to change based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Eikon is committed to safeguarding and promoting the welfare of young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process.

An offer of employment will be subject to an approved Enhanced DBS and Barring Disclosure.

The Eikon Charity is committed to a policy of equality of opportunity and aims to provide a working environment which is free from unfair discrimination and will enable employees and volunteers to fulfil their personal potential.