

**Job Description**

Job Title: Trusts and Grants Fundraiser

Reporting to: Head of Fundraising

Salary: £28,000 - £30,000 per annum pro rata, dependant on experience

Hours of Work: 22.5 maximum. Flexible Times.

Place of Work: Home Based with travel in Leeds.

Contract: Permanent

The successful candidate will be expected to work as part of the Fundraising team to:

* Raise both restricted and unrestricted income from trusts and foundations, producing high quality, bespoke proposals and reports.
* Develop and deliver a stewardship strategy to build and maintain positive relationships with current trust and grants supporters and encourage future support, ensuring the highest quality of stewardship and cultivation.
* Actively research and engage new supporters. Effectively managing and growing SNAPS’ prospect list of potential funders to approach.
* Produce timely reports, showcasing SNAPS’ impact to funders, ensuring adherence to individual reporting requirements.
* Keep accurate records of projects, amounts raised and donors in line with Data Protection.
* Develop innovative ways to engage with new potential supporters.
* Work with and support donors and fundraisers to ensure their experience of SNAPS is a positive one.
* Thank donors in appropriate and engaging ways to maintain and develop relationships.
* Manage their own budget and meet set financial targets.
* Support across other areas of SNAPS fundraising as required.
* Work sensitively with SNAPS families to engage, but not wear out, their good will.
* Raise awareness of the charity and to highlight its valuable work.
* Attend fundraising meetings when necessary.
* Attend SNAPS’ team meetings when necessary
* Attend SNAPS’ Saturday sessions when necessary.
* Attend Board meetings when necessary.
* Develop good working relationships with the SNAPS’ staff and volunteer team.
* Support additional activities as and when required.
* Adhere to SNAPS’ operational and employment policies and procedures.

To apply please complete and return the SNAPS’ application form by 5pm on 28th November 2023 to Lisa Morton by email lisa@snapsyorkshire.org Interviews will be held on Tuesday 12th December 2022.

More information about SNAPS can be found at [www.snapsyorkshire.org](http://www.snapsyorkshire.org)