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**Job Description**

**Department: Fundraising**

**Job title: Trust and Statutory Fundraising Lead**

**Reporting to: Head of Fundraising volunteering and Communications**

**Contract: Permanent**

**Location: Allcock Street Birmingham B9 4DY**

**Hours: 35 per week**

**Salary: £25,811-£29,378 dependent upon experience.**

**Date last updated: January 2022**

**Overall purpose of job:**

The purpose of the role is to support the development of SIFA Fireside through successful income generation. The role focuses on income from trusts and foundations with the post holder being required to develop a robust portfolio of grant applications across small, medium and large funders. The role also supports the leadership team in tendering for commissioned work and external delivery contracts. This role reports directly to the Head of Fundraising and is critical to the successful delivery of SIFA Fireside’s strategic vision.

**Job Description**

* Write high quality, high value funding bids to range of funders including grant giving trusts, statutory providers and institutional bodies.
* Work with Chief Executive and Leadership Team to ensure SIFA Fireside has an evidence led approach to funding.
* Research new grant making trusts and identify opportunities for funding.
* Provide an exceptional level of customer care to develop good working relationships with stakeholders and trustees of grant making bodies.
* Work with the finance team to ensure that income is processed correctly and allocated appropriately.
* Maintain up to date records on Harlequin database to ensure high quality donor care.
* Establish long term relationships and strategic partnerships with key stakeholders in Birmingham and the West Midlands.
* Work with leadership team to ensure that there are effective monitoring and evaluation systems in place to provide funders with timely, accurate reporting about project delivery.
* Produce reports and analysis about funding activity for the Chief Executive and Board as required.
* Advise the Chief Executive on public sector departmental funding streams and European funding streams and lead on the writing and submission of bids as appropriate.
* Work closely with the Head of Fundraising Volunteering and Communications Manager to maximise potential fundraising opportunities.
* Work closely with the Fundraising lead on funding opportunities through trusts and foundations through corporate partnerships formed.
* Maintain up to date knowledge on homelessness and relevant issues including welfare, disability, equality, fundraising and housing.
* Represent SIFA Fireside at forums and networking events as required and relevant to the role.

**Working Conditions**

* The working week consists of 35 hours with the option of flexible working
* Further employment information is contained in the Staff Handbook.
* The Trust and Statutory Fundraising Lead will be based at 48-52 Allcock Street, Digbeth, Birmingham B9 4DY.