



# FAMILIES NEED FATHERS

## FAMILIES NEED FATHERS Job Description

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**Title of Job:** Small grants and trusts fundraiser

**Responsible to:** The Resource Development Manager

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### **Purpose of job:**

1. To identify possible trusts and other small funders appropriate to FNF's core mission.
2. To apply for funding at an appropriate level and build up relationships with these funders/
3. To prepare effective proposals that match the donor's and charity's funding priorities
4. To provide a high quality service to FNF's donors through ongoing communication and meeting the donor's reporting requirements
5. To prepare realistic targets with the Resource Development Manager
6. To agree supporting budgets as necessary.
7. To cover all employment and associated costs within 18 months of appointment and then create an additional source of unrestricted income.
8. To identify any other sources of small grants and working with the Resource Development Manager develop strategies to harvest them.
9. To prepare regular reports on progress to the Resource Development Manager
10. To represent the charity at events and meetings as appropriate.

## Duties and responsibilities

1. **Aims of the Charity.** To support the core aims of the charity through the work.
2. **Equal Opportunities:** Families Need Fathers has a commitment to achieving equality of opportunity in both services to our members and the employment of staff and expects all employees to understand and promote its policies in their own work.
3. **Fire, Health and Safety:** Families Need Fathers is committed to a healthy and safe working environment and expects all its employees to endeavour to consider and integrate health and safety in all work activities.
4. **Child Protection:** Families Need Fathers is committed to protecting children in both direct and indirect contact with the charity, its staff, volunteers and members. Employees are expected to be aware of and, when relevant, to implement our child protection policies.
5. **Sustainable Development:** Families Need Fathers is committed to the principles of sustainable development and all employees are expected, in so far as possible, to maintain work practices in line with the principles of sustainable development.
6. **Continuing Professional Development:** Families Need Fathers is committed to the continuing professional development of all its staff and all employees are expected to actively pursue opportunities to undertake training or other career development opportunities that they feel would develop their work and the operation of the Charity, and to keep an up-to-date record of such activities as they do undertake.
7. **Data Protection:** Families Need Fathers holds sensitive data on its members and those using its services such as the helpline. All employees are required to maintain an awareness of data protection responsibilities, and to execute all relevant duties with tact, discretion and due respect to confidentiality of clients, members and staff.
8. To execute all relevant duties with tact, discretion and due respect to confidentiality of members and staff.
9. Any other such duties as may from time to time be deemed appropriate by FNF management.

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## EMPLOYEE SPECIFICATION

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**Job Title:** Small grants and trusts fundraiser  
**Salary:** Up to 18 hours per week by agreement (£22,000 full time equivalent)  
5% non contributory pension, 25 days annual leave pro rata.

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### Skills/Abilities

1. Educated to degree standard or showing equivalent achievement
2. Be able to write clearly, simply and persuasively
3. Be able to keep clear records and create work programmes that maximise the success of the fundraising.
4. Be a confident user of modern information technology, word processing, emails, databases and spread sheets.
5. be able to use a variety of sources to research leads and have the judgement to chose the most suitable.
6. To be able to work effectively in a small team
7. To be able to work flexibly and with a minimum of on-site supervision.
8. To ensure that all materials published on behalf of FNF are to the highest ethical standards.
9. Patience, optimism and a good sense of humour.

### Knowledge

*The postholder will be expected to either have or possess the ability to gain an understanding of:*

1. The Small grants and trust sector and their culture
2. How best to make persuasive applications

*And have the following:*

3. A commitment to the aims of the charity.
4. A systematic approach to work and its organisation.

### Experience

1. Fundraising experience would be welcomed though the ability to learn as important.

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### Other Factors

1. Commitment to transparent and accountable working practices
  2. Commitment to using information technology to its fullest extent.
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