

## Trusts and Foundations Fundraiser

**Location:** Edinburgh - currently homeworking

**Salary:** Negotiable depending on experience. A minimum of 2 years of experience working as a trust and foundation fundraiser in the charity sector is essential

**Hours:** 30 hours per week, flexible working hours

### Main Purpose of Job

Winning Leishman are seeking an experienced Fundraiser to join our team. This post will involve research into grant makers, developing funding proposals and following up with reports and communications to maximise long-term income generation on behalf of Winning Leishman's clients.

### Position in Organisation

Report to the Winning Leishman Directors.

### Responsibilities

- Support the identification of trust and foundation funding opportunities through research
- Create tailored applications to a wide range of funders
- Create reports and other communications to funders
- Maintain a schedule of applications and reports

### Person Specification

#### Skills & Experience

- Minimum 2 years' experience of the preparing of funding applications to trusts and foundations (essential)
- Experience of working in the charity sector (essential)
- Reliable and well organised with good time management skills and ability to meet deadlines
- Excellent IT skills, Excel and MS Office, and have a working knowledge of database systems
- Strong written skills
- A creative and lateral thinker
- Professional, courteous, respectful and confident
- Proactive and self-motivated with a positive and enthusiastic approach to teamwork

#### Qualifications

- Degree (in any subject), studying towards a degree or equivalent (essential)

### Key Dates

Closing date:	Wednesday 9 <sup>th</sup> September <b>at 12noon</b>
Interviews (by Zoom):	Wednesday 16 <sup>th</sup> & Thursday 17 <sup>th</sup> September
Start date:	By arrangement

### How to Apply

Send a 2-page CV and 1-page cover letter/email to [ailsa@winningleishman.co.uk](mailto:ailsa@winningleishman.co.uk). In your cover letter please summarise how you meet the job description and person specification and explain your motivation in applying for the post.

You should also provide names and addresses of two references. References will only be contacted for the successful candidate but will be contacted before any formal offer of employment is made.

Please note for cost saving purposes we will only contact applicants that will be invited for interview. If you have not heard from after one week of the closing date, please assume you have been unsuccessful.