**Job Title: Trusts and Grants Fundraiser**

**Reports to:** CEO   
**Location:** 36A Inchmuir Rd, Whitehill Industrial Estate, Bathgate, EH48 2EP or specify remote/hybrid options  
**Hours:** Part-time, 1 day per week – 4-5 days a month  
**Salary:** “depending on experience”   
**Contract:** 12-18 months

**Job Purpose:**

The Trusts and Grants Fundraiser will lead on identifying, writing, and managing funding applications to charitable trusts, foundations, and institutional funders. Their work will play a critical role in securing medium to large grants to sustain and grow our food bank’s services and capacity.

**Key Responsibilities:**

**1. Trusts and Foundations Fundraising**

* Research and identify suitable grant opportunities from charitable trusts, foundations, and public bodies.
* Write compelling and tailored funding applications that clearly demonstrate the need for support and the impact of our services.
* Maintain a pipeline of prospects and develop a calendar of application deadlines and reporting requirements.

**2. Grant Management and Stewardship**

* Build relationships with funders through effective communication, timely updates, and reporting.

**3. Strategic Input**

* Contribute to the development of the organisation’s fundraising strategy, particularly around long-term trust and grant funding.
* working alongside the CEO/Board to ensure that fundraising activity aligns with and supports the food bank’s overarching strategy, priorities and core activities
* Work closely with service delivery staff to gather relevant data, case studies, and outcomes for use in funding proposals.

**4. Data and Administration**

* Maintain accurate and up-to-date records of applications, income, deadlines, and correspondence.
* Use CRM or grant management tools to track progress and monitor performance against targets.

**Person Specification:**

**Essential:**

* Proven experience in writing successful grant applications to trusts, foundations, or statutory funders.
* Strong written communication skills with the ability to convey complex issues clearly and persuasively.
* Excellent organisational skills and attention to detail.
* Ability to work independently and manage multiple deadlines.
* Understanding of the voluntary/community sector and commitment to addressing food poverty.

**Desirable:**

* Knowledge of issues surrounding food insecurity and deprivation.
* Experience in impact reporting and outcome measurement.
* Familiarity with fundraising compliance and GDPR.