



Trusts, Foundations and Partnerships Fundraiser

Small Steps (<http://www.smallsteps.org.uk>) is an established children's charity based in Richmond, supporting young children with physical disabilities and their families. As a registered charity Small Steps receives no statutory funding and all income is raised through the generosity of individuals, corporate partners, grant funders and the wider community.

Following the launch of our four-year strategy in 2024, we are looking to expand our reach and enable more children to benefit from our early intervention model based on conductive education principles.

To support this growth, Small Steps is looking for an experienced individual who, with a focus on grant funding, can assist the charity in raising the £800,000 required p.a.

The Role

Working as part of a small, collaborative team, you will lead on developing and delivering income across trusts and foundations. In addition, you will provide support for corporates and major donors. The role involves both strategic input and hands-on delivery, working closely with the Head of Small Steps and the Marketing and Communications Manager.

Key Responsibilities:

- Review and strengthen existing grant fundraising activity
- Identify funding opportunities and manage a pipeline of high-quality applications
- Write persuasive proposals and oversee submissions to maximise income generation
- Monitor funded projects and produce timely reports to meet funder requirements
- Build and maintain strong relationships with grant-makers and key stakeholders
- Design engaging donor journeys, including meetings and tailored proposals
- Provide support for corporate partnerships as required, developing relevant and attractive propositions and collaborating with the Community and Events Fundraiser as appropriate.
- Stay up to date with sector trends and contribute to strategic fundraising development

We are looking for someone who:

- Has a strong track record of securing income from grant funders, corporates or major donors
- Is an excellent communicator, with the ability to craft engaging proposals and tell impactful stories
- Brings creativity, initiative and a proactive approach to problem-solving
- Is highly organised, with strong attention to detail and the ability to prioritise effectively
- Works collaboratively and builds positive relationships internally and externally
- Demonstrates a genuine alignment with Small Steps' mission and values

Experience in the children's, disability or family services sector is desirable. Familiarity with CRM systems and a local connection to Richmond would also be advantageous.

This is a permanent, full-time year-round position with a generous eight-week annual leave benefit (including bank holidays). Flexible and/or part-time working arrangements can be considered.

To apply send your CV and covering letter to: anita@smallsteps.org.uk Note - we will be dealing with expressions of interest / applications on a rolling basis.

Small Steps SFP

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