

Recruitment pack

# Trust and foundations officer

**acevo**

imagine, inspire, improve

[acevo.org.uk](https://www.acevo.org.uk) @acevo



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# Welcome

## **Have you raised money from trusts, foundations, and corporates? Here's a chance for you to join ACEVO's income generation team as a Trust and foundations officer.**

ACEVO, the Association of Chief Executives of Voluntary Organisations, is looking for a Trust and foundations officer to help us raise money from trusts, foundations, and corporations. Working as part of a small income generation team, you'll help us secure funding mainly from trusts and foundations. Sometimes, you'll work with corporate partners.

The job will require you to be an excellent communicator and writer, able to connect with a wide range of stakeholders, including donors, volunteers, and colleagues. The charity is looking for someone that has a proven track record of securing funding from trusts, foundations, and corporate entities.

Working with the Head of business development, you'll manage relationships with donors, research new funding opportunities, and write compelling proposals and grant applications. As part of this role, you'll work closely with our head of business development and collaborate with colleagues across the organisation to develop proposals and case studies that show the impact of our work.

Here at ACEVO, we're member-driven, connected, ambitious, and honest. We support and encourage our members at every step of their careers as they drive positive change in their organisations and communities. There are lots of different types of members here, so you'll have to like handling different types of projects and service activities.

Let us know if you're passionate about making a difference, have a track record of fundraising success, and are good at building relationships. Apply now and help us make a big difference in civil society.



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# About ACEVO

**ACEVO is the Association of Chief Executives of Voluntary Organisations. Our vision is for civil society leaders to make the biggest possible difference. Together with our network, we inspire and support civil society leaders through connection, skills and influence.**

For over 30 years, we have provided support, development and an inspiring, collective voice for our members across the UK. ACEVO's network of nearly 1,700 individuals includes the leaders of small, community-based groups, ambitious medium-sized organisations, and well-known, well-loved national and international not-for-profits.

Our mission is delivered through the contribution ACEVO makes to civil society and beyond: our "ripple effect". Our members imagine a better world. By supporting CEOs and strengthening leadership within the sector, ACEVO inspires its members to have a greater impact on their organisations and – through them – their beneficiaries and causes, to improve lives. We believe that investing in our sector's leaders strengthens the impact they have.

We are member-driven, connected, inclusive, ambitious and honest. Our members drive positive change in their organisations and in their communities, and our peer-to-peer network supports and encourages them at every step of their career.

We have a turnover of over £1m and 20 staff.

## Our vision

for civil society leaders to make the biggest possible difference.

## Our mission

together with our network we inspire and support civil society leaders through connection, skills and influence.



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## Our values

### Member-driven

We involve our members and include them in our thinking. We are driven by their needs and their potential to achieve change.

### Connected

We achieve more through bringing people together, building the relationships and networks that generate confidence and belief.

### Inclusive

We promote a culture that celebrates our differences and where everyone is heard, respected and valued. We aim to create a space that is safe and welcoming.

### Ambitious

We are bold, confident, energetic and vibrant. We are both agile and entrepreneurial in leading and supporting our members in the challenges ahead.

### Honest

We always act with integrity and in the best interests of our members. We do what we say we will do and are open about both our objectives and our impact.



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## What our members say



ACEVO membership is like being part of a family. Somewhere where you belong, with a group of people who understand your reality, where you get to hang out and share ideas and struggles with your own kind. This means that joining ACEVO events, taking part or just showing up, is an act of self-care, which is powerful. On top of this, just like a good family home, you head back out of the door rejuvenated and resourced, with just the ideas, inspiration and resources that you need to go out there and do some more.



I've gained so much from my ACEVO membership this year, and so much delivered digitally has kept me fed and watered (without me even realising it) through a tough working year.



Loved getting my ACEVO enews today. It was the reading material equivalent if going to work on an egg or having my Weetabix! I was well set up for what came at me! Thanks for always being there for us.



ACEVO is a distinctive voice for leaders in the third sector. It's important to me that there is a voice for sector leaders which is separate and distinct from the sector organisations. We have different things to say and we need to be able to say them, ACEVO is very effective at putting that voice across to whoever needs to hear it, whether that's to government, the media or to other sector bodies.



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**We are ACEVO.** Click the link to watch on YouTube.

## Further information

- [About the team](#)
- [About the board](#)
- [Annual report and accounts](#)



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# Job description

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**Job role** Trust and foundations officer

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**Salary** £32,000

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**Location** Working from home with quarterly trips to London office,  
77 Mansell St, London E1 8AN

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**Reports to** Head of Business Development

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**Line manager** N/A

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## Overview of the role

Our new role will help us generate income from trusts, foundations and corporate organisations.

We're looking for someone to join our income generation team as a Trust and foundations officer. Your responsibilities will include researching potential funding opportunities, cultivating relationships with donors, preparing persuasive grant applications, and collaborating with colleagues to demonstrate the impact of our initiatives. We're looking for someone who can secure funding mainly from trusts, foundations, and corporates as part of a small income generation team. Reporting directly to the Head of Business Development, you'll align fundraising efforts with the organisation's goals. You'll manage donor relationships, find new funding opportunities, and write compelling proposals. You'll need to write persuasively and build relationships. We have a variety of members who operate in a complex environment, so you have to love dealing with a variety of projects and service activities.



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## Main areas of responsibility

1. Support us in getting funding from trusts, foundations, and corporations, in line with our charitable goals.
2. Keeping existing donors informed about our work and the impact of their funding, and looking for ways to deepen their involvement.
3. Find new funding opportunities, help us to build relationships with donors, and submit high-quality proposals and grant applications.
4. With your manager collaborate with colleagues across the organisation to develop compelling proposals and case studies that demonstrate how our work impacts our key stakeholders.
5. Develop and maintain a thorough understanding of the charity's activities and programmes to be able to communicate effectively with stakeholders and potential funders.
6. Maintain accurate and up-to-date records of all fundraising activity, including proposals, applications, and donor interactions, using our CRM system.
7. Attend events, networking opportunities, and other external meetings to build relationships with potential donors and raise the profile of the charity.
8. Contribute to the development of fundraising and communications strategies, ensuring alignment with our charitable goals and objectives.
9. In addition, occasionally, you'll work with corporate partners who support our charitable initiatives.
10. Support other income-generating activities.





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# Person specification

1. At least one year's experience getting funding from trusts, foundations, and corporations.
2. Skills with experience of developing high-quality proposals and grant applications.
3. Strong communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders, including donors, volunteers, and colleagues.
4. A proven track record of securing funding from trusts, foundations, and corporate entities.
5. Knowledge of the charity sector, including fundraising best practice and trends.
6. Demonstrated ability to effectively use CRM systems to manage fundraising activities, including donor interactions and proposal submissions.
7. Excellent time management and organisational skills, with the ability to prioritise competing demands and meet deadlines.
8. A commitment to the mission and values of the charity.



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# ACEVO

## benefits

25 days annual leave (pro rata based on actual working patterns)

Eight bank holidays (pro rata based on actual working patterns)

Three company days (set holidays which will be advised by the CEO / Head of finance each year. These are non-negotiable and not counted within annual leave / pro rata entitlements)

Automatic enrolment (if you're eligible) to our Group Personal Pension scheme with 6% employer contribution (minimum employee contribution 3%) via salary sacrifice

£500 training budget per annum (spend to be approved in advance by your Line Manager)

Access to our employee assistance programme at [www.healthassured.org](http://www.healthassured.org)

Access to our employee cycle scheme at [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)



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# How to apply

To apply for the Trust and foundations officer role, please provide the following documents:

- An up-to-date CV.
- A brief statement answering how your experience can benefit ACEVO in this role.

Please direct applications CV and short cover letter to [diana.collier@acevo.org.uk](mailto:diana.collier@acevo.org.uk)

