

## Job Description

Job Title:	Trusts and Foundations Fundraising Officer
Reporting to:	Senior Philanthropy Manager – Trusts (initially, as the role develops)
Responsible for:	No direct reports
Directorate:	Fundraising
Department:	Philanthropy and Corporate Partnerships
Location:	Head Office, London

## Main Job Role

This role sits in the Philanthropy and Corporate Partnerships team and will work closely with the Senior Philanthropy Manager (Trusts) and the Trusts and Statutory Manager to help the team achieve its plans for growth.

The main purpose of this role is to build relationships with and grow income from charitable trusts and corporate foundations to support the Cystic Fibrosis Trust's strategic aims.

The role will also be responsible for managing a portfolio of trusts up to the midlevel range with the possibility of working with the team on higher level proposals where opportunities arise.

The role will involve developing strong partnerships with funders and working collaboratively across the organisation in line with agreed team income targets.

## Main Duties

- To work with other members of the Philanthropy and Corporate Partnerships team to deliver team income targets from charitable trusts and corporate foundations contributing to the ongoing growth strategy. The main job role is to develop our portfolio of trusts and foundations up to the mid-level range. However, there may be opportunities to work on larger approaches as the role develops.

Main duties include:

- Building on existing pipelines and working with the prospect researcher to develop a strong pipeline of trusts and foundations to reach the trust team's annual income target.
  - Working collaboratively across the organisation to maximise the fundraising opportunities presented by existing and new programme and research activities.
  - Using organisational databases and planning tools effectively to support your fundraising.
  - Managing and developing the small trust activities to maximise income. This includes guiding and supporting the Philanthropy Executive in preparation of tailored small trust approaches.
  - Keeping up to date with any changes in legislation, regulatory procedures, best practice, and industry standards in relation to trusts and statutory fundraising.
  - Supporting the Trusts team and wider PCP on any other opportunities that may arise, including working with companies and corporate foundations.
- To manage existing relationships with trusts and foundations effectively and build new relationships to maximise income. This includes:
- Developing and implementing key donor cultivation plans to ensure opportunities are maximised.
  - Ensuring accurate records are kept through the effective use of the organisation's CRM database and related monitoring and reporting systems.
  - Working with colleagues in relevant departments including finance to ensure timely and appropriate updates are provided to all funders ensuring compliance and that planned income is achieved.
  - Working with the wider team to organise cultivation and stewardship events for your portfolio of funders.
  - Submitting high quality funding applications to win significant support.
  - Delivering effective stewardship and reporting.
- To identify and develop new trusts relationships to increase the prospect base for the Trust. This includes:
- Working with the team's prospect researcher to identify and research relevant funding opportunities.
  - Working with colleagues to ensure networking opportunities are maximised and intelligence is captured effectively.
  - Working collaboratively with the wider fundraising team and in particular community fundraising colleagues to grow income from Trusts, Corporates and high net worth individuals (HNWIs), recognising that many of these opportunities can often be linked.
- To work with colleagues to ensure accurate information for funders for funding applications. This includes:

- Developing a strong understanding of the Cystic Fibrosis Trust's work, current objectives and plans in order to match donor interests effectively and seek opportunities for further support.
- To carry out any other reasonable duties which are consistent with the skills, abilities, and position of this job.

## Person specification requirements: Trusts and Foundations Fundraising Officer

No	Criteria	Essential	Desirable
	<b>Education and Qualifications</b>		
<b>1</b>	5 GCSE's and/or O Levels to a 'C' standard (incl. English and Maths) or equivalent	<b>Essential</b>	
<b>2</b>	Educated to degree level or equivalent		<b>Desirable</b>
<b>3</b>	Relevant fundraising qualification		<b>Desirable</b>
	<b>Experience</b>		
<b>4</b>	Proven experience of fundraising from trusts and / or foundations.	<b>Essential</b>	
<b>5</b>	Proven track record of securing lower to medium value donations / grants (4 / 5 figures).	<b>Essential</b>	
<b>6</b>	Experience in preparing high quality grant reports.	<b>Essential</b>	
<b>7</b>	Demonstrable experience of translating internal project descriptions into compelling proposals.	<b>Essential</b>	
<b>8</b>	Corporate Foundations fundraising.		<b>Desirable</b>
	<b>Skills and Knowledge</b>		
<b>9</b>	Excellent donor stewardship.	<b>Essential</b>	
<b>10</b>	Excellent communication and interpersonal skills, both oral and written.	<b>Essential</b>	
<b>11</b>	The ability to work well with colleagues and programmes teams.	<b>Essential</b>	
<b>12</b>	Attention to detail.	<b>Essential</b>	
<b>13</b>	Effective time-management with the ability to prioritise to ensure deadlines are met.	<b>Essential</b>	
<b>14</b>	Working knowledge of Microsoft Word, Excel, PowerPoint, Outlook and relational databases.	<b>Essential</b>	
<b>15</b>	Understanding of prospect research.	<b>Essential</b>	
<b>16</b>	Understanding and commitment to equality, diversity and inclusion.	<b>Essential</b>	
<b>17</b>	Effective use of fundraising databases.		<b>Desirable</b>
<b>18</b>	Ability to translate complex information relating to academic research into accessible language.		<b>Desirable</b>

<b>19</b>	Good understanding of the legal, financial and ethical issues related trusts and grants fundraising.		<b>Desirable</b>
	<b>Personal Qualities</b>		
<b>20</b>	Target oriented.	<b>Essential</b>	
<b>21</b>	Good interpersonal / relational skills.	<b>Essential</b>	
<b>22</b>	Able to work under own initiative as well as part of a team.	<b>Essential</b>	
<b>23</b>	Energy, determination, and drive.	<b>Essential</b>	