

Job Title:	Fundraiser (Trusts and Foundations)
Reports to:	Fundraising Manager
Location:	Shaw House, Oxford
Hours:	35 Hours
Salary:	circa £34,000

Key purpose:

As part of a growing and dynamic Fundraising team, your main duties will be to research trust and foundations, create and send applications and steward relationship with current and future charitable trusts. As part of the team, you will also be involved in generating funds across various other income streams.

Key responsibilities:

- Research and identify charitable trusts which may provide future financial support to RABI whilst maximising the potential for giving from trusts with which the Charity already has a relationship.
- Develop and maintain relationships with key trust representatives.
- Prepare, submit and monitor applications to charitable trusts including the maintenance of records of applications, grant receipts and successful/failed submissions. Ensure Trusts are thanked for donations in timely fashion.
- Updating the CRM system to ensure activities, communications, donations and other important details are accurately recorded and maintained.
- Compile statistical and background research to support the development of new and existing relationships with Charitable trusts.
- Monitor trust income for Finance purposes, ensuring all donations or grants are coded appropriately, including any restrictions upon the use of the income.
- Creating monthly reports on trust income received.
- Support regular and individual giving, corporate, legacy and other income streams.
- Provide general administrative and wider Fundraising team support.

Person Specification:

Essential

- A minimum of three years' experience of successful trust fundraising.
- A good understanding of fundraising disciplines.
- A pro-active team player who is also self-motivated and confident working independently.
- A good communicator, whether face to face, by telephone, virtual calls or in writing.
- Able to convey complex information accurately, succinctly and engagingly.
- Enthusiastic, adaptable, agile and resilient, with the ability to focus, prioritise and manage all aspects of this varied role in a fast-paced environment.
- Excellent IT Skills.
- Affinity and understanding and demonstration of the goals and objectives of RABI.

Desirable

- Farming knowledge or an interest in agriculture and the people who work in it.
- A full UK driving license.
- Knowledge of working in a confidential environment, with some understanding of Data Protection and fundraising compliance.

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI.

Early applications are encouraged for this position as shortlisting and interviews will take place on a rolling basis. We reserve the right to close this advertisement early if we receive a suitable application prior to the deadline.

RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.