

YOUNG ENTERPRISE JOB DESCRIPTION

FUNDRAISING OFFICER (TRUSTS AND FOUNDATIONS)

Job title	Fundraising Officer (Trusts and Foundations)
Department	National Fundraising Team (Philanthropy)
Reporting to	Senior Relationship Manager
Hours	Full Time 37.5 hours a week
Salary	Up to £30,000 per annum
Pay Grade	Grade 4
Duration	Permanent
Location	Home-working or Hybrid from one of our offices (London or Oxford)
Main job purpose	<p>This is an ideal role for someone looking to take the next step in their Fundraising career. It's an exciting time to join Young Enterprise as we build on our 60-year history and launch our new Transforming Futures strategy in 2024. This will take us to 2030, with many interesting projects and opportunities to engage supporters and prospects, inspiring them with our mission.</p> <p>A key member of the impactful and collaborative national fundraising team, this role will contribute to an annual budget of £4.3m and raise income from Trusts, Foundations and statutory income streams. In a driven and supportive environment, the role holder will also undertake prospect research and create compelling project updates and reports to effectively inspire and steward our supporters.</p> <p>As part of a small team that emphasises personal development and opportunities for growth, this role calls on strong income-generating and communication skills, to contribute towards YE's future ambitions across England and Wales.</p>
Candidate profile	<p>The successful candidate will have a track record of generating income from Trust and Foundations, particularly securing income £10k upwards.</p> <ul style="list-style-type: none"> • You'll be experienced in writing engaging applications and inspiring reports, with a meticulous eye for detail in this, as well as strong grant management and stewardship of supporters. • You'll have a successful track record of building strong internal and external relationships, and excellent written and verbal communication skills. You'll demonstrate a solution-focused attitude to problem-solving, monitoring the progress of funded projects in line with funder expectations. • A tenacious self-starter with a can-do attitude is essential to enthuse existing and prospective supporters and to manage a varied workload of research, fundraising and grant management. • A strong team player with the ability to balance and prioritise competing demands in a busy team, you will have excellent organisational skills. • You'll be proactive and innovative in your approach to prospecting for new supporters, qualifying them, and building a pipeline.

MAIN RESPONSIBILITIES

Income generation

- Develop compelling, inspiring, and effective cases for support and applications for Trusts and Foundations.
- To spend time working to achieve or exceed agreed income targets, with a focus on securing donations from Trust and Foundations – particularly multi-year relationships (where possible).
- Manage excellent internal relationships across departments and regions to gain support for new proposals and involve them in new business projects, as well as gathering and collating project information for reports.
- There will be the opportunity to work on major donors if this is of interest to the candidate and once the T&F portfolio is stable and yielding income.

Grant management

- Working with our operational Educational Partnerships Team and Programmes and Services teams to track funded project's progress against targets. Working with colleagues to ensure they remain on track, correcting where necessary.
- Produce timely, engaging, and accessible project reports to inspire and build donor relationships.
- Steward an existing portfolio of warm donors with Young Enterprise event invites and volunteering opportunities, where relevant.

Prospecting

- Research and qualify a robust pipeline of Trusts and Foundations and small statutory opportunities to progress and ultimately secure financial support for Young Enterprise.
- Manage pipeline to ensure best possible prospect research is delivered against, and creative, innovative thinking is utilised to help Young Enterprise to access new, sustainable income streams.

Administration

- Effective administration across YE systems and platforms, including maintaining accurate database records and files for funders and supporting the team on ad hoc admin tasks/projects.

Travel and donor stewardship

- Some travel required to support Young Enterprise activities with young people in schools, donor visits to projects, Young Enterprise meetings and team strategy days (in London) etc.
- Introduce innovation to account management that keeps partners well informed as part of robust stewardship plans, ensuring we retain partners and react to opportunities as they arise.

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the charity and its overall objectives.

PERSON SPECIFICATION

The Fundraising Officer will be an organised self-starter, who is able to manage their time effectively and to handle competing priorities.

With a resourceful and outgoing personality, the role holder can relate well to people and build effective relationships internally and externally.

Adaptable and responsive to the needs of Young Enterprise, the role holder can work creatively and think entrepreneurially, to seize potential funding opportunities when they arise, and/or highlight these to colleagues, depending on their scale.

The Fundraising Officer will demonstrate a clear commitment to quality, continuous improvement, integrity, and equal opportunities. They will be an accomplished team player, able to work with ambiguity and challenging tasks. They will contribute to the wider team, seeking and providing support to colleagues as needed.

The role holder will demonstrate an enthusiastic and positive “can-do” attitude, with a passion to make a difference for young people to help them succeed.

SKILLS/ATTRIBUTES/KNOWLEDGE/EXPERIENCE

<p>Essential skills</p>	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written, with the credibility and authority to inspire others. Ability to write inspiring, accurate reports with up-to-date information from colleagues/sources for funders. • Strong persuasive and negotiating skills which result in positive outcomes, with the resilience and motivation to overcome initial negative responses to proposals. • Strong organisational skills and attention to detail. A successful track record of meeting deadlines and managing own workload. • Understanding of prospect research of Trust and Foundations and, ideally, statutory funding opportunities. • Competent IT skills, including Microsoft Office, Outlook and PowerPoint. • Strong research and analytical skills.
<p>Desirable skills</p>	<ul style="list-style-type: none"> • A basic knowledge of current education initiatives, practice and thinking as relevant to the work of Young Enterprise.
<p>Essential experience</p>	<ul style="list-style-type: none"> • Two plus years of fundraising and grant management experience from Trusts and Foundations, as well as a demonstrable track record of successfully applying to Trust and Foundations with strong examples of c.£10k+ successful applications. • Reporting and budgetary knowledge to support your input into grant applications and financial monitoring processes. • Proficiency in prospect research and familiarity with grant-making processes.
<p>Desirable experience</p>	<ul style="list-style-type: none"> • Utilising Networking Opportunities: to have actively engaged in networking activities, including LinkedIn and other platforms, to expand their network and strengthen relationships within the funding community. • Knowledge of safeguarding best practices and commitment to upholding them.

YOUNG ENTERPRISE CORE VALUES

Young Enterprise has four core organisational values:

- **Unlocking Potential:** Recognising and developing the potential of all; in our organisation; in the young people we champion and the stakeholders we work with.
- **One Team:** Working together effectively to achieve our goals.
- **Enterprising and Resilient:** Embracing change, innovating, adapting and responding to challenges and opportunities.
- **Creating Great Impact:** Aiming for the biggest impact on young people and their educators.

All Young Enterprise staff are encouraged to model these values at all times