

# BLLENHEIM

## JOB DESCRIPTION

<b>Job Title:</b>	Trusts & Foundations Officer
<b>Department:</b>	Philanthropy
<b>Reports to:</b>	Director of Philanthropy
<b>Staff Reports:</b>	Nil
<b>Salary:</b>	£40,000 - £45,000
<b>Location:</b>	Onsite / Hybrid

**Summary of role:** This is an exciting opportunity to make a lasting impact at Blenheim Palace. As Trusts & Foundations Officer, you will lead our grant fundraising strategy — identifying, cultivating and securing income from trusts, foundations and public funding bodies in support of our mission to protect and share our UNESCO World Heritage Site for the public benefit.

**Tasks & Responsibilities:**

- Manage and deliver the grant fundraising strategy, aligned to Blenheim's key strategic ambitions and philanthropic goals
- Research and identify suitable trusts, foundations and public funding bodies, building engagement and managing relations through to application and evaluation
- Draft compelling funding applications with the support of the Director of Philanthropy, tailored to each funder's priorities
- Oversee grant management for successful awards, including timely and accurate reporting and effective stewardship of funder relationships
- Work collaboratively across the organisation to gather the information, data and narrative needed to build strong funding cases
- Maintain accurate records of all prospect and funder activity using our CRM, Beacon
- Prepare regular fundraising reports for the Senior Management Team and Trustees
- Contribute to wider Philanthropy team activity as required, including events and cross-departmental projects

**Skills & Experience:**

- Proven experience in a trusts and foundations or grant fundraising role, ideally within a heritage, arts, culture or conservation organisation
- Exceptional writing skills, with the ability to craft persuasive and compelling funding applications and reports
- Strategic and analytical thinker, with a clear understanding of funder priorities for both capital and revenue projects
- Confident and proactive relationship-builder, able to engage professionally with a wide range of funders and internal stakeholders
- Strong organisational skills with the ability to manage multiple applications and deadlines simultaneously
- Results-driven and financially literate, with a track record of securing grant income against targets
- Confident user of MS Office and CRM databases

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**Person  
Specification:**

- Highly motivated and proactive, with the ability to work independently whilst remaining a collaborative team-player
- A passion for, and interest in, the heritage sector and Blenheim's mission
- Knowledge of current trends and fundraising best practice in the heritage and cultural sectors
- Ability to work in a target-driven environment and deliver results
- Professional, diplomatic and thoughtful in all funder and stakeholder communications

**Our Culture:**

At Blenheim, we are passionate about providing an environment for our employees to develop their skills, try new ways of learning and encouraging their talents to flourish. Our Blenheim Behaviours are shared by all and are an important aspect of joining the Blenheim Team.

- Relish a New Challenge Everyday
- Keep Our Promises
- Show Honesty with Kindness
- Share a Sense of Belonging
- Make History