

## **JOB DESCRIPTION:**

# Trusts Fundraising Officer

**Reports to:** Senior Trusts and Statutory Officer

**Location:** Remote (UK based) / Bristol / London

**Salary:** £29,450 (Grade 3) per year (plus Inner London Weighting of £3,483.94, if eligible)

**Length of Contract:** 37 hours per week, permanent

*Please note that we do not invite enquiries from recruitment agencies.*

## **Main Purpose of Post**

The Trusts Fundraising Officer is responsible for the implementation and maintenance of a rolling programme of prospect identification, research and nurturing of relationships, specifically for Trusts and Foundations. The post holder maximises support from these fundraising streams, drafting and submitting applications, meeting with funders and other approaches to prospective donors to increase income. In addition to developing persuasive cases for support in line with organisational priorities, the post holder will ensure that the activities for which funds are sought are impactful, measurable and can be effectively reported on to funders. The post holder will also be required to support with large fundraising bids and attend fundraising events with the purpose of relationship building and networking.

The post holder will develop and maintain both internal and external contacts and will need to develop a thorough understanding of Women's Aid's work, business plans and strategic priorities.

## **Duties and Key Responsibilities**

### **Fundraising**

- Lead on the completion of core and restricted funding applications to large and small Trusts and Foundations, up to £100k, contributing to the team's annual fundraising targets.
- Assist in the development of, and help to implement, a strategy for maximising income from Trusts and Foundations partnerships.
- Be responsible for maintaining a portfolio of potential funders through regular research, identifying new income streams from Trusts and Foundations and building relationships with those funders.
- Maintain the Trust prospect pipeline, ensuring information is accurate and up to date and risks to the pipeline are flagged
- Lead on the development and nurturing of relationships with Trusts and Foundations identified as viable prospects.
- Use research findings to support the fundraising team in a range of formats, from detailed briefings to short biographies.
- Support Trust and Foundation fundraising colleagues with compiling large fundraising bids.
- Maintain the funding reporting schedule, including responsibility for maintaining records on all reporting and re-application deadlines, working closely with Finance and project teams as required.
- Where applicable, support with the development and nurturing of high value individuals, on occasion to include planning and attending fundraising events.
- Occasionally support with recruitment and relationship management of small corporate partnerships as required.
- Work with Heads of Department across the organisation to support with building robust business cases to meet organisational needs.

### Information management, monitoring and evaluation

- Take responsibility for ensuring that full records of contacts are maintained on the Fundraising database, the trusts tracker and that relevant reports are produced, in line with GDPR best practice.
- Ensure that all communications with funders are recorded on the CRM and documents are appropriately stored.
- Establish appropriate means of monitoring and evaluating activity and ensure that funder reports are delivered to meet deadlines.

- Work proactively cross organisationally to keep abreast of new developments within Women's Aid and new funding opportunities.

### Financial

- Ensure that donations are quickly and correctly processed and acknowledged and that reports are available in the appropriate format.
- Build budgets for applications to trusts and foundations.

### Information management monitoring and evaluation

- Develop, nurture, and manage relationships with Trusts and Foundations.
- Work closely with other members of the Women's Aid Fundraising team, Department Heads, and project leads, ensuring that approaches to prospects are co-ordinated effectively for the long-term benefit of Women's Aid.

### Contact and liaison

- Liaise with Heads of Department across the organisation to acquire the information required to write a successful application from prospect research to approach and application.
- Keep abreast of new developments and funding opportunities.

### Quality control

- Take responsibility for ensuring that applications and reports are completed to the criteria and standard as specified by the funder and that they are reflective of Women's Aid's mission and values and conform to Women's Aid's branding standards.
- Ensure the highest level of standards of data capture, in accordance with GDPR regulations, are maintained on the organisations CRM, ensuring a complete accurate and up-to-date information on all donors and prospects. This includes information on giving history, relationships, contacts, proposals submitted, etc.

### General Responsibilities

- To contribute to team meetings and organisational priorities, and to prepare for and participate in regular supervision and appraisal meetings.
- To be flexible within the broad remit of the post.
- To take direction on new projects and priorities from your line manager, which may vary from time to time.

- To carry out word-processing, filing, and administrative tasks necessary to comply with the job description.
- To maintain clear and adequate records of work done and to produce reports on work programmes and activities as requested by management.
- Be responsible for maintaining the quality and consistency of Women's Aid's message within the scope of fundraising and for ensuring that all activity is undertaken in such a way as will not compromise the good name of Women's Aid or its legal or financial liability.
- Other duties that may from time to time, be necessary and compatible with the nature and grade of the post.

### Other

- Based in Bristol, London or remotely, this job may involve occasional travel throughout England.
- Occasional unsociable hours are also required.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	None required	None required
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Working within agreed budgetary constraints, ensuring that expenditure is maintained within budgets, and income is closely monitored.</li> <li>Knowledge of the women's and Domestic Abuse sector.</li> <li>Using a Fundraising database, such as Access Charity CRM.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrable experience of working in a similar role or a desire to develop their transferrable skills</li> <li>Experience of writing bids, applications or proposals.</li> <li>Experience of writing detailed reports and using data to demonstrate impact.</li> <li>Experience of undertaking high quality research and developing targeted proposals for presentation.</li> <li>Experience of developing and maintaining long term relationships with supporters or clients.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of fundraising from Trusts, Foundations, and/or corporates.</li> <li>A track record of effective prospect research building a varied fundraising portfolio.</li> <li>Working within a fundraising department.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent written skills.</li> <li>Ability to write persuasive reports or applications.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to monitor and evaluate patterns of support ensuring that full records are maintained on the database.</li> </ul>

	<ul style="list-style-type: none"> <li>• Research skills and ability to effectively summarise complex information.</li> <li>• Good interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing, together with the ability to make presentations to external partners.</li> <li>• Demonstrable initiative and determination.</li> <li>• Proven ability to work alone and as part of a team.</li> <li>• Proven ability to prioritise work.</li> <li>• Good attention to detail and accurate record keeping.</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Able to demonstrate a commitment and sensitivity of the aims and objectives of Women's Aid.</li> <li>• Commitment to anti-discriminatory practice and equal opportunities.</li> <li>• Willingness to work occasional unsocial hours as required.</li> </ul>	

## Behavioural Competencies

<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Cooperates in collective decision-making and takes responsibility for own actions, decisions, and deliverables.</li> <li>• Takes ownership for mistakes and refocuses efforts when necessary.</li> <li>• Holds self and others accountable for reaching short and long-term goals.</li> <li>• Self-imposes high standards of excellence, rather than having standards imposed.</li> </ul>
<b>Collaboration &amp; Teamwork</b>	<ul style="list-style-type: none"> <li>• Relates well to people at all levels.</li> <li>• Aligns personal work and performance with the broader team to achieve mutual outcomes.</li> <li>• Fosters teamwork: works to build relationships within teams and bridge the gaps between departments.</li> <li>• Supports and cares for others, and addresses issues disrupting team functioning and harmony.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Proactively communicates; informs others of what they need to know and capably articulates thoughts and ideas clearly and concisely via verbal and written communication.</li> <li>• Actively listens, consults others, and takes feedback on board.</li> <li>• Communicates using appropriate tone and language.</li> <li>• Has the ability to persuade, negotiate, and build support for own initiatives.</li> </ul>
<b>Innovation &amp; Entrepreneurial Spirit</b>	<ul style="list-style-type: none"> <li>• Seeks organisational improvement; promotes efficiencies in every area of their work.</li> <li>• Identifies problems and implements solutions, including trying new and different approaches.</li> <li>• Demonstrates commercial understanding, including awareness of sector trends/changes, and uses financial information to guide decisions.</li> <li>• Identifies business opportunities for the organisation, which may include opportunities for income generation, cost-savings, or added value.</li> </ul>

<b>Resilience</b>	<ul style="list-style-type: none"> <li>• Deals with ambiguity, maintains effectiveness and modifies behaviour accordingly when experiencing major changes in work tasks or environment.</li> <li>• Supports change initiatives and focuses on the beneficial aspects of change e.g. opportunities for learning or growth.</li> <li>• Manages disagreements with tact and diplomacy.</li> <li>• High level of emotional intelligence; understands how their behaviour can affect the wider team and demonstrates a proactive approach to managing and moderating their emotions in the workplace.</li> </ul>
-------------------	---

## Benefits

- **Generous Annual Leave:** 25 days, rising to 30 with long service, plus 8 bank holidays.
- **Extra Leave Days:** Celebrate International Women’s Day and the Tuesday after the August bank holiday.
- **Valuable Pension Benefits:** Join Women’s Aid pension scheme with a 7% employer contribution.
- **Flexible Working:** Remote working, family-friendly policies and paid leave for maternity, paternity, and adoption.
- **Wellness and Support:** Cycle to Work Scheme, free optician check-ups, annual flu vaccines, and 24-hour counselling helpline.
- **Mental Health and Wellbeing:** 'Reflective Practice' sessions, team catch-ups, access to 'Headspace' for mindfulness, and Employee Assistance Program with counselling and advice services.



## Summary of Terms and Conditions of Employment

**Terms of appointment:** Confirmation of appointment will be subject to the satisfactory completion of a probationary period. This will normally be of six months (less for short term contracts). During this time an employee will be expected to establish their suitability for the post. During the probationary period employment may be terminated in writing, giving one week's notice by either party (this may be waived by mutual agreement). Only any statutory dismissal procedure will apply during the probationary period. There is no probationary period for contracts of under 3 months.

All posts are subject to a DBS check, two suitable references and right to work checks.

**Salary:** £29,450 per annum + benefits. Salary is paid in arrears through bank credit by the 25<sup>th</sup> of each month. Part time staff receive pro-rata payment based on hours worked.

**Working hours:** The standard working hours for this post are 37 hours per week, based in London/Bristol/Remote UK based; benefits include a generous bank holidays and annual leave package and contributory pension scheme. All posts, including remote posts must be based in the UK.

**Support and supervision:** Women's Aid has a commitment to providing regular supervision and support to staff with annual appraisals forming a key part of staff development. We have a training policy in place and encourage staff to take an active role in their career development plan.

**Pension:** Women's Aid is enrolled with the People's Pension scheme. Women's Aid normally contributes 7% of salary and the employee contributes 3% towards the group pension scheme. Eligible staff will be automatically enrolled on the scheme when they have successfully completed the 3-month interim probationary review.

**Annual Leave:** Women's Aid offers an annual leave entitlement of 28 days per year rising by one day per year until 30 days annual leave per year is reached. In addition, we offer 8 days public holidays plus 2 additional days in March and August. Plus, three days of 'end of year' leave, bridging the gap between the festive holiday period and new year to allow colleagues to rest and recharge during this unique quiet time. All leave entitlement is calculated pro-rata for part time employees

**Other leave:** Employees have contractual rights to time off for reasons of sickness, maternity and other circumstances.

**Period of notice:** 3 months after your probationary period has been completed.

**Union:** You have a right to membership of a trade union. Women's Aid recognises Unison.

**Asylum and Immigration Act 1996:** To confirm your right to work in the UK, Women's Aid will need to see the original of at least one document from a specified list (available on the UK Government website). Most commonly this is a British Passport.

Additional information is available on request.