



Job Description

Job Title	Senior Trust Fundraising Executive
Employment Status	Part Time (3 days (21.36 hrs.) p/w)
Salary	£36,000 plus pension contribution (£21,600 pro-rata)
Line Manager	Fundraising Manager
Employed and based at:	Ladbroke Grove, London W10. Flexible/ hybrid working.

Job Summary and Purpose

Spectra is creating a new fundraising team. The new positions are aimed at increasing levels of engagement, interest and financial support from trusts and foundations, major donors, and individual giving.

The purpose of Senior Trust Fundraising Executive is to maximise income by researching, developing new relationships with trusts, foundations, and major donors, delivering compelling and impactful approaches for financial support, and providing a high standard of stewardship to achieve targets.

We are looking for a highly motivated self-starter who can build on their own area of fundraising practice and actively contribute to the fundraising team ambition of growing and diversifying income.

They will be building on the existing relationships that have been established as well as cultivating new leads that will increase income from these sources, resulting in a more sustainable mix of income, including unrestricted income.

Main purpose of the job

1. The Senior Trust Fundraiser is responsible for major grant fundraising (applications over £10k per year) to meet agreed income targets. They are responsible for researching major trusts and foundations (with total grants of over £1million).

2. Develop a major trust plan, and lead on trust and foundation applications up to £250k.
3. Maximise income from new and existing trusts and foundations to meet agreed income targets.
4. Research potential funders, develop a list of prospects, produce, and implement an annual work plan to achieve set income targets and other key objectives.
5. Produce high quality, well researched applications, ensuring relevant stakeholders e.g. management, staff, clients, have been engaged in the direction/ development process.
6. Develop strong internal relationships, liaising with key members of Spectra staff to gain data and project information and research Spectra's projects to create appealing funding opportunities.
7. Develop a networking/ cultivation plan, identifying key prospects and networks, and engaging in effective and appropriate written and verbal communication with them e.g. from short case studies to sharing updates, to producing in depth proposals, sharing project evaluations.

Other fundraising tasks

1. Deliver excellent stewardship and administration, ensuring written reports, applications, thank you letters are compelling, accurate and timely. At all times ensure compliance with Data Protection regulations.
2. Contribute to forecasting and regular reporting, internal planning, and budget setting, producing verbal and written reports for senior management as required.
3. Produce and submit quality funding reports to meet deadlines, liaising with teams to ensure funder requirements are met and the evidence base for funding is strengthened.
4. Keep accurate and timely records of approaches, grants opportunities and funds received on the database.
5. Play an active role within the fundraising team and contribute to the development of fundraising strategies, campaigns, and donations to increase fundraising through all channels.
6. Maintain up-to-date knowledge of fundraising regulations, networks, and development across the sector, advising on best practice in relation to Trust fundraising.

Able unequivocally to respect, support, promote and work within LGBTQ+ and other diverse communities.

Other Duties

- To always adhere to Spectra policies and procedure.

- To ensure sensitive and confidential recording of information in accordance with the Data Protection Act and Spectra's Information Governance Policies
- Attend monthly formal as well as informal supervision, as requested, with the Fundraising Manager.
- Contribute positively to the life of Spectra.
- Engage in any other activities as relevant and requested by management.

Spectra standards

Equal Opportunities

Spectra has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety

Spectra is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality and Data Protection

Spectra is committed to maintaining protection of data and privacy of staff and clients. It expects all staff to handle individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain accesses to information they are not authorised to have.

Systems

To use Spectra computers and other technology as directed to ensure their full and proper use and to undertake any necessary training.

Duties of this post will change over time and be reviewed and amended, as necessary.

Senior Trust Fundraising Executive - Person Specification

Criteria	Essential/ desirable
Qualification	
Educated to degree level or equivalent level of professional experience	Essential
Institute of Fundraising qualification or relevant experience	Desirable
Experience/ knowledge	
Demonstrable experience of raising a minimum of £100,000 per year from grants, including major gifts from charitable trusts and other funders	Essential
Experience in securing multi-year gifts from Trust and Foundations	Essential
Experience in creating bespoke reports, updates and fundraising copy	Essential
Experience of researching prospective trusts and foundations and knowledge of both online and offline resources/ techniques	Essential
Experience of using a funding contact database such as Donorfy, Raiser's Edge or Salesforce	Essential
Knowledge of current fundraising trends and current impact and evaluation methods	Essential
The ability to understand how a not for profit operates and tailor applications to describe our work and our impact powerfully	Essential
Experience of supporting or managing significant fundraising appeals and/ or projects	Desirable
Background in health and wellbeing, community development or the voluntary sector	Desirable
Knowledge of equity, accessibility and inclusion issues, particularly as these affect minorities such as LGBT+, young people, people of colour, and sex workers	Essential
Skills	
Great people skills, able to build long term relationships with new and current funders and donors.	Essential
Strong IT and data management skills and confidence in handling personal, financial and confidential data	Essential
Excellent written communication skills and the ability to convey complex information and data in a compelling manner	Essential
Strong numeracy skills, including the ability to interpret and present financial information	Essential
Excellent organisational skills and ability to organise multiple pieces of work with meticulous attention to detail	Essential

The ability to understand how a not for profit operates and tailor applications to describe our work and our impact powerfully	Essential
Attributes	
Target driven and able to prioritise and work to deadlines – whilst also being able to react flexibly to opportunities or changing priorities	Essential
Professional and articulate, self-motivated and able to show initiative	Essential
Collaborative and enjoys working as part of a small team.	Essential