

Senior Trusts and Statutory Fundraising Officer – Job Description

Responsible to	Trusts and Fundraising Manager
Location	Hybrid (Home working & London – Bethnal Green)
Contract	Permanent
Hours	35 hours (full time), flexible hours occasional evening and weekend
Salary	NJC 25 – 28: £37,957- 40,660 inclusive of London Weighting

About us: Praxis is a charity for migrants and refugees. Our direct services support people in London, and our training and campaign work has national and international impact. Our core purpose is to help migrants in crisis or at risk, ensuring they can live in safety, overcome the barriers they face, and take control of their own destinies. From our East London base, we strive for a world where people are not defined by their immigration status, and everyone is treated with dignity and respect.

Purpose of the role:

Praxis attracts funding from a wide range of areas including trusts and foundations, Local Authorities, NGOs Institutional funders, and individuals.

The Senior Trust and Statutory Fundraiser's will work closely with fundraising and operational colleagues to diversify and grow income from Trusts, Foundations, Statutory bodies, and other institutional funders to enable the organization to fulfill its strategic priorities. You will tailor applications to donors and nurture relationships in a way designed to inspire funding partners to act and support frontline services, advocacy, and public campaigning for migrants' rights.

Relationships:

Reporting to the Trusts and Fundraising Manager, the post holder will work closely with the Heads of Fundraising and Operations, the Funding Support Officer, and colleagues in Praxis' the campaigns and advocacy team and with the advice and direct services teams at Praxis to develop compelling proposals and reports to funders.

Key responsibilities:

- To play an integral role alongside Praxis fundraising and operational colleagues to pursue an
- ambitious Income Generation Plan.
- To secure significant income through charitable Trusts and grant making organisations including statutory bodies to provide income to support organisational priorities.

- To research and identify appropriate funders whose criteria match Praxis' work and develop plans, prepare cases for support, and submit compelling bids and complex grant applications as appropriate.
- To develop and maintain a strong pipeline of £50k+ prospects, working with fundraising and operational colleagues to develop high-value, strategic and multi-year opportunities.
- Work across teams and build effective relationships with team members to identify suitable projects for funding in line with strategy and budgets.
- To project manage both proposal and progress report writing to institutional funders, working with Praxis teams to ensure accuracy and appropriateness.
- Ensure we meet the funders reporting requirements, and that grant payments and income are monitored and reported against.
- Contribute to the overall Income strategy, with the Heads of Fundraising and Communications, of Operations and Business Development, and of Finance and People, and the fundraising team.
- Where required, support the preparation of funding applications by members of the team to other donors, including corporate donors, major donors, and other charity partners (NGOs).
- Provide general administrative support to the team if required.

Organisational

- Conduct all work according to the policies and procedures of Praxis as appropriate and participate in review of these as required.
- Carry out administrative tasks (e.g. word-processing, recording information onto database, filing etc.) in support of own work and that of the team as necessary.
- Participate fully in individual supervision, training and appraisal.
- Participate fully in regular project meetings, planning and review sessions, conferences and working groups as required and Praxis internal meetings as appropriate.
- Take on other duties consistent with the nature of the post and that may arise as the service develops and reviews its services, as required.

Personal specification

Knowledge and Experience:

- At least 2 years' experience of Trusts and Foundations and Statutory fundraising, with a proven track record of success in winning large (above £50,000) and multi – year grants.
- Experience of managing relationships with external stakeholders
- Experience of writing impactful progress and monitoring reports to funders
- Experience of developing and managing budgets in line with funding applications.
- Experience of administration and record-keeping using a CRM
- Excellent research skills with an eye to identify opportunities.
- Experience of working and communicating effectively with people from a range of different cultures, faiths, and backgrounds.
- Understanding of the funding environment in the migration and social justice sectors in the UK

Skills and attributes:

- Excellent and confident oral and written communication skills, and the ability to communicate effectively to a range of audiences.
- Excellent interpersonal skills, including confidence working with senior colleagues and external stakeholders and the ability to deal sensitively with people with lived experience and the public.
- Excellent project management skills with the ability to work cross departmentally on a range of tasks to deliver high quality work to tight deadlines.
- Highly organised, efficient, and self-motivated
- Ability to work with competing priorities, deadlines, and targets.
- Excellent interpersonal skills, including confidence working with senior colleagues and external stakeholders and the ability to deal sensitively with people with lived experience and the public.
- Excellent research skills with an eye to identify opportunities.
- A results-oriented mindset with a commitment to meeting and exceeding fundraising targets.
- Understanding of the importance of storytelling and emotional connection to successful fundraising.
- Good understanding of legal issues in relation to data protection, GDPR, confidentiality, consent and story management and usage.
- IT literate in all major Microsoft Office applications and Salesforce
- Ability to work on own initiative, as well as a member of the team and with people who use our services and volunteers.
- Ability to reflect critically on own performance, learn and respond positively to feedback.
- Alignment with the values of Praxis and commitment to the work and ethos of the organisation.
- Commitment to equality, diversity and inclusion.