



Marie Curie Job Description

Job title: Trust and Foundations Executive

Department: Philanthropy & Partnerships

Location: Hybrid/home based. Flexibility on location considered.

Reports to: Head of Trusts & Foundations

Accountable to Associate Director of Philanthropy & Partnerships

Grade: MCJES Grade D

Job Purpose/Summary

Marie Curie is the UK's leading end of life charity. We are here to support everyone in the UK through all aspects of dying, death and bereavement – and to fight for a society where everyone gets to have the best possible experience at the end of their lives. We provide nursing and hospice care, a free support line and a wealth of information and support on all aspects of dying, death and bereavement.

As a key member of the Trust and Foundations fundraising Team, you will be responsible for generating donations of £5,000 - £50,000 from Trusts and Foundations. You will be responsible for identifying and initiating relationships with prospective donors, developing longer-term relationships, and stewarding existing supporters, whilst working closely with the Trust team..

The Trust and Foundations Executive will also help prepare and coordinate cultivation events and donor communications to support the team strategy.

This is an exciting opportunity to join one of the UK's top performing Trust and Foundation teams.

Key Relationships

Internal

Philanthropy and Partnerships Senior Leadership Team, others within the Philanthropy and Partnerships team (Special Events, Corporate, Insight & Partnership Development); wider fundraising teams; national and regional Marie Curie caring services delivery teams; Finance.

External

Grant giving trusts and foundation and key individual contacts within trusts and influencers within the high value sector.

Accountabilities (Duties & Responsibilities)

- Identify, cultivate, and manage a portfolio of up to 100 qualified trust prospects and existing supporters, who have the capacity to make gifts of £5K+.
- Support our Rolling Trusts Programme – a portfolio of trusts giving up to £25k each who donate towards our services over the year.
- Manage a calendar of approaches and donor interactions, including face to face meetings, ensuring that donors' timetables are met. This will range from meeting formal Trust deadlines for the submission of applications to understanding the best time to approach an individual donor in the context of their decision making about charitable giving. Maintain awareness of changes in donors' requirements, for example Trust guidelines.
- Produce well written project proposals, briefings and pitches and make 'asks' in writing or in person as appropriate, with the support and guidance of the Head of Trusts & Foundations and Trust lead where necessary.
- Contribute to, and deliver against, annual plans and targets for the Trust Team. Own your part in our success, taking responsibility for your own work and contributing ideas and strategies for the successful implementation of Marie Curie's fundraising programme.
- Ensure that all donations are processed, acknowledged, and thanked appropriately and efficiently following agreed processes.
- Maintain accurate records of relationship history on the CARE database and undertake administrative duties related to the fundraising strategy.

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all Marie Curie policies and procedures at all times.
- Actively promote and support the safeguarding of vulnerable adults, young

people and children, observing and adhering to Marie Curie policies on safeguarding.

- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the charity.
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

	Marie Curie Person Specification
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Criteria	Essential	Desirable	How assessed
Skills / Abilities	Ability to be able to produce consistently high quality, imaginative and compelling written materials, mailings, proposals and letters. Excellent relationship building skills and the ability to network effectively. Excellent written and oral communication skills – confidence in dealing with people at all levels, demonstrating professionalism and diplomacy. Demonstrated success in initiating	Public speaking/ presentations	Application form/ Interview

	contact/making cold calls. Strong organisation and attention to detail, with the ability to prioritise activities. Ability to deliver to a monthly KPI target. Excellent IT skills, including a thorough knowledge in the use of word processing, spread sheets and databases Ability to work collaboratively across the organisation with the overriding benefit of Marie Curie being the driver.		
Knowledge	Understanding of the process of soliciting and stewarding potential and actual major donors. Understanding of how to utilise a database effectively for fundraising purposes.	Understanding of the different methods of fundraising e.g. corporate, direct mail, regional fundraising, events and legacies. Knowledge of tax efficient giving.	Application form / Interview
Experience	Some experience of Trust fundraising or related account management role. Dealing with senior people.	Experience of large capital or revenue fundraising appeals.	Application form/ Interview
Other Requirements	Strong interpersonal and relationship-building abilities, with the personality to work collaboratively with co-workers, volunteers and donors, a team player. Ability to understand the needs and interests of grant giving trusts in order to develop and strengthen relationships between them and Marie Curie. Results oriented with a positive outlook, high level of energy, enthusiasm and dedication to the mission and goals of Marie Curie. Willingness to try new approaches and take appropriate risks.		

	Sound judgment and integrity. Diplomatic, well organised, persuasive and creative		
Qualifications, training and education	Educated to degree level standard or equivalent		Application form / Interview

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities