

Job Description

Job title: Trusts and Foundations Officer

Reports to: Philanthropy and Partnerships Manager

Direct Reports: This post has no line management responsibility

Role purpose

We are seeking a skilled individual to join our Fundraising Team as a Trusts and Foundations Officer. You will play a pivotal role in maximising income from grant-giving organisations.

You will work strategically and have responsibility for identifying and approaching trusts and foundations, building a high-quality pipeline to meet fundraising targets and provide excellent stewardship. You will collaborate with teams across the charity and University Hospital Southampton to develop compelling proposals and produce high quality reports.

Main responsibilities

- Manage a prospect pool of trusts and foundations with the aim to secure mid and high value gifts up and submit a minimum of six applications a month.
- Proactively identify funding opportunities to build a robust Trusts pipeline.
- Ensure a consistent pipeline movement for prospects within the role's portfolio.
- Drive and develop high-quality and effective funding proposals to Trusts and Foundations, with a key focus on securing multi-year commitments.
- Provide stewardship reports to an excellent standard in collaboration with staff from across University Hospital Southampton. Ensure tight grant management and utilisation with clinical teams for reporting.
- Create solicitation plans for all key relationships which are regularly reviewed at portfolio review meetings. Travel and meet with funders when relevant and necessary.
- Maximise gift opportunities to deliver against agreed targets and objectives.
- Explore starting a small trust mailing programme.
- Develop and maintain strong relationships with a wide range of including Trustees, charity colleagues, donors, nurses, doctors and clinicians.
- Ensure accurate records are maintained on Southampton Hospitals Charity database.
- Contribute to financial forecasting and income projections and develop annual action plan of application submissions.
- Assist with organising stewardship events for funders and confidently represent Southampton Hospitals Charity at external events and in conversations with funders.
- Undertake any other roles or responsibilities that may be reasonably required.

Person specification

Knowledge and experience

- A proven track record of delivering income from Trusts and Foundations
- Experience of maintaining relationships with funders and providing tailored donor care and stewardship plans
- Excellent written communication skills and the ability to produce compelling and high-quality proposals and reports
- Excellent verbal communication skills with experience in face-to-face meetings and telephone calls with funders
- Strong prospect research skills and experience of building a robust pipeline

Skills, abilities, and behaviours

- Highly professional and organised with a methodical approach
- Influencing and negotiation skills
- Ability to organise and prioritise own workload and work to targets and deadlines
- IT literate, including the ability to use Microsoft packages
- Proven experience of database management, accurate and timely data entry and recording
- Ability to work effectively and collaboratively with a wide range of stakeholders
- Results focused