



Everyone deserves
a safe place to
call home.

Company Limited by Guarantee number 1741926
Charity Number 287779
Registered in England as Single Homeless Project



Single
Homeless
Project

Job title: Trusts and Foundations Officer

Delegated Authority: Level 7

Team: Fundraising

Responsible to: Trusts and Foundations Manager

Responsible for: Volunteers

Job purpose



To maximise income from Trusts and Foundations in order to support SHP's charitable activities.

Build and manage relationships with a varied portfolio of Trusts and Foundations to secure gifts of £5,000 or more.

Develop suitable funding proposals in line with SHP's annual Fundraising Plan.

Research, correspond, contact and meet with funders as required to build a relationship ahead of submitting funding applications.

Maintain relationships with funders between applications to nurture positive relationships between them and SHP.

Contribute towards the delivery of the business's strategic, operational, and departmental plans.

Contribute towards achieving the targets and outcomes of SHP's Fundraising Strategy and annual fundraising plans.

Key accountabilities

1.0 Funding Proposals

- 1.1. To work with the Trusts and Foundations Manager to develop a robust pipeline of charitable Trusts and Foundations to support SHP's programmes and activities
- 1.2. To develop, prepare and submit funding applications to Trusts and Foundations and to contribute to the achievement of the Fundraising Team's target to raise both core (unrestricted) and project (restricted) funding.
- 1.3. To provide feedback to funders and contribute, where needed, to the monitoring of projects to ensure that SHP meets its obligations to funders.
- 1.4. To ensure all gifts from Trusts and Foundations are acknowledged in a timely fashion.

2.0 Relationship Development:

- 2.1 To use the whole range of research tools to identify and research Trust fundraising opportunities.
- 2.2 To help build relationships with prospects that offer new funding opportunities for the charity.
- 2.3 To assume responsibility for a portfolio of current and potential trust donors to maintain, grow and/or revive their support for the charity.
- 2.4 To provide feedback where needed/appropriate to funders and contribute to the monitoring of projects to ensure that SHP meets its obligations to them and maximises the return on successful applications.

3.0 Cross-organisational working

- 3.1 To build and maintain close links with other departments of SHP and senior staff to identify funding needs/opportunities.
- 3.2 To provide support to local services in their work to obtain more local funding and liaise with them and the Head of Fundraising to ensure efficient coordination across the Fundraising Team and the wider organisation.

4.0 Other

- 4.1 Work with the Trusts and Foundations Manager to develop the strategy for increasing income from Trusts and Foundations.
- 4.2. Support the Trusts and Foundations Manager to reach the annual targets agreed for all areas of Trusts and Foundations.
- 4.3. Develop and maintain good working relationships and liaison with other members of SHP staff.
- 4.4. Be a constructive member of the team and work cooperatively with other staff members.
- 4.5. Take part in and contribute to team meetings.
- 4.6. Actively participate in the staff appraisal scheme and be committed to training and development in line with the Charity's aims and objectives.
- 4.7. Manage and liaise with volunteers, clients, and other stakeholders as necessary.
- 4.8. Promote the Charity's work, assisting with presentations and in fundraising and awareness events as appropriate.
- 4.9. Provide feedback reports to the Trusts and Foundations Manager on a monthly basis regarding area of work and its development

Technical and professional know-how needed for position

When completing your application, you will be required to address (using examples) some of the points below

Experience and Knowledge

- At least one year of experience in securing grants from charitable Trusts and Foundations
- Track record of securing grants from charitable Trusts and Foundations
- Understanding of and enthusiasm for SHP's delivery approach and mission and values

Skills and Abilities

- Highly numerate and attentive to detail
- Entrepreneurial, results-driven and able to work on own initiative and also as part of a team, meeting deadlines under pressure
- Strong analytical skills and the ability to think strategically