



## Trusts and Foundations Officer

### About us

Greyhound Rescue Wales (GRW) is Wales' leading charity dedicated to rescuing, rehabilitating and rehoming greyhounds and lurchers. Founded in 1993, we have spent more than three decades championing the welfare of sighthounds and working towards our vision: a Wales without greyhound racing, where every greyhound and lurcher has a home and receives the best possible care.

In April 2026, after 25 years of determined campaigning to improve welfare and regulation within the racing industry, legislation to ban greyhound racing in Wales was finally passed. This landmark achievement marks the beginning of a new chapter for GRW as we expand our reach and capacity across the UK to ensure every greyhound leaving the racing industry has a rescue space, medical support and rehabilitation on the journey towards their forever home.

To help us grow sustainably and strengthen our long-term impact, we are now seeking to develop our fundraising team with the creation of a Trusts and Foundations Officer. This role will play a key part in increasing and diversifying our income, enabling us to rescue, rehabilitate and rehome even more dogs during this pivotal moment in our charity's history.

### Job Description

**Reports to:** Head of Fundraising

**Location:** Remote

**Salary:** £27,000 p.a (F.T.E), pro rated to £16,200 p.a

**Hours:** Part-time, 24 hours a week

**Contract:** Permanent

## Role

This is an exciting opportunity for an ambitious Trusts & Foundations fundraiser who is ready to strengthen and diversify their experience, to work with small, medium and high-value funders, and to play a meaningful role within Greyhound Rescue Wales.

The Trusts and Foundations Officer is responsible for securing grants of varying sizes, translating all aspects of GRW's work into compelling, high-quality applications for a diverse range of prospective funders.

As part of our Income Generation Team, you will work closely with the Head of Fundraising, Sponsorship & Individual Giving Officer and Community & Events Fundraiser to help deliver an annual income target of £400K+.

You'll take ownership of a varied portfolio of trust and foundation relationships, building on warm funders while also researching and developing new prospects at the four-to six-figure level.

This role offers hands-on experience across the full trusts fundraising cycle — from research and relationship-building to bid writing, reporting and stewardship with strong support and clear opportunities to grow.

## Role-Specific Responsibilities

- Manage and develop a portfolio of trust and foundation funders
- Write high quality, compelling and tailored grant applications at a four- and six-figure level
- Utilise trust/foundation research to write and send appeal letters to potential and existing small, medium and large funders, where appropriate
- Ensure robust monitoring and reporting is undertaken, sending funders regular progress reports and end of year project funding reports
- Build strong, long-term relationships with funders through excellent stewardship
- Research and develop new trust and foundation prospects aligned with our work
- Build and develop a comprehensive funder database
- Work collaboratively with colleagues across the organisation to gather information and shape strong funding cases
- Attend funder meetings and relevant networking events
- Contribute to the development of GRW's fundraising strategy
- Keep accurate and up to date records of all Trust communications using Beacon
- Provide regular reports to the Head of Fundraising and relevant information as necessary and upon request

- As part of the Fundraising Team, keep alert to other opportunities for generating income that may arise, passing leads and information to appropriate departments
- Assist in other reasonable duties as they arise

## General Responsibilities

We expect all our staff to:

- Take part in any provided training as part of their role
- Be engaged with their role and be confident in sharing their ideas
- Support our Vision and Mission
- Follow our policies and procedures
- Behave in a manner that is compatible with our [values](#)

## Person Specification

You'll be enthusiastic, highly organised, and able to multitask effectively. With strong verbal and written communication skills, you will have experience in the Charity Sector, within a Trust and Foundations role - whether voluntary or paid.

You will need:

- Experience of trust and grant fundraising, including successful bid writing
- Demonstrable experience of securing low, medium and high value grants
- Demonstrable experience of producing monitoring and funding reports internally for granting bodies
- Experience of using charity CRM systems. GRW uses Beacon
- Proven ability to work proactively and independently; to manage own time, workload, and meet deadlines
- A collaborative approach and ability to work within a small team
- Strong networking and relationship building skills
- Effective and engaging writing and communication skills
- Experience of developing and maintaining successful stakeholder relationships
- Experience of working to and achieving objectives and financial targets
- Experience of researching and developing a funding database

You will ideally have:

- Experience in developing fundraising strategies
- Knowledge of membership or infrastructure organisations

## **Benefits and Entitlements**

- 28 days leave per year (including bank holidays), pro-rata for roles below 40hrs/wk
- £200/year continuous professional development allowance
- Reimbursement of out-of-pocket expenses (subject to policy and line management approval)