

Trusts and Grants Officer

Leukaemia UK – Our Charity

Leukaemia UK is growing! We are expanding our team to achieve a step-change in income, profile and impact in 2025 and beyond.

We are a 'small but mighty' charity with one big ambition: to stop leukaemia devastating lives. Over the next 10 years we want to help save and improve the lives of more people with leukaemia through finding and funding life-changing research.

Despite progress in recent decades, someone in the UK is diagnosed with a blood cancer every **16 minutes** and survival rates are among some of the worst of any cancer. And the physical and psychological impact can be lifelong.

Our current strategy outlines our plan to increase our investment into ground-breaking world class research and policy development focused on improving access to kinder, more effective diagnosis, treatment and care for leukaemia and other blood cancers. To do this, we are embarking on a period of significant growth, investing strategically to grow our income, profile, influence, and engagement and impact.

As we begin the fourth year of this ambitious 5-year strategy, we are seeking a passionate and pro-active Trusts and Grants Officer to support in the management and growth of our partnerships with Trusts, Foundations and the Pharmaceutical sector.

Team

We are a close-knit team, who are all passionate about Leukaemia UK and putting those affected by the disease at the heart of everything we do. We are all focused on "keeping it real" with pragmatic, practical solutions, as well as ensuring that our charity gets the funding it needs to continue to help those diagnosed with leukaemia and other blood cancers.

From us you can expect fun and creativity, as well as great challenges and support. We may not be about the corporate life here, but we are all about delivering exceptional expertise and making a real change to people's lives.

Leukaemia UK and You

Working across the Philanthropy team, you will play a key role in our exciting ambitions to raise more funds through meaningful partnerships with Trust and Foundations, and the pharmaceutical sector.

We are looking for a collaborative and results driven Trusts and Grants Officer who is passionate about the impact funding from these organisations can have in supporting the leukaemia community and ultimately stopping leukaemia devastating lives.

This is a great role for someone looking to have real development and learning opportunities in an exciting and fast-paced environment. You will be working with an experienced philanthropy team at a time of significant growth.

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Skills and Experience

- ✓ An ambitious but focused mindset, dedicated to delivering results
- ✓ A passion for writing, with the ability to navigate complex information at times, in order to develop high-quality proposals
- ✓ Excellent relationship management skills, with experience of utilising this with key funders, grant makers, partners, donors and stakeholders
- ✓ Experience of managing a portfolio of charitable trusts, foundations and partnerships and developing a pipeline of new opportunities
- ✓ Excellent verbal communication, networking and relationship-building skills
- ✓ A collaborative mindset, with experience of working across teams, utilising internal expertise to best effect
- ✓ Experience of being a diligent and accurate record keeper, ideally with experience of Salesforce or a similar CRM
- ✓ Experience of working to ambitious team objectives and reporting against these

Role specifics

Overview

This document sets out to define the specific roles and responsibilities for the above role within Leukaemia UK. The roles and responsibilities defined within this document should be read in conjunction with the contract of employment for the person defined within this role. The particulars in this document do not affect the Terms and Conditions of Employment.

Item	Description
Department	Fundraising
Reports to	Head of Philanthropy
Hours	Full-time 37.5 hours per week, Monday to Friday.
Location	Flexible with a minimum of two days per month in the office (dependent on meetings with internal and external stakeholders and with the aim of Philanthropy team in the office together one day a week, if and when possible)
Salary Range	£30,000 - £37,000
Core Job Description	This is a broad and exciting role, supporting and contributing to our ambitious growth plans. You will have a focus on identifying and realising income from a range of Trust and Foundations, lead on our small trusts engagement programme and selected grants from the pharmaceutical sector. You will work with colleagues from across Leukaemia UK, in order to build high quality proposals and reports.

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Trust and Foundations

- Working with our Trust and Foundations Manager, Corporate Partnerships Manager and Head of Philanthropy, play a key role in the identification, cultivation, solicitation and stewardship of Trust and Foundations and agreed pharmaceutical prospects and partners capable of giving 4 and 5 figure gifts.
- Project manage our Small Trusts Engagement programme, to maximise income opportunities with agreed targets and with the ambition to significantly grow this area in future years
- Outside of Small Trusts, develop and manage your own portfolio of supporters and prospects, with the propensity, capacity and connection to the cause, that means we grow our supporter base by securing 5 figures grants and donations.
- Develop agreed grant applications to prospects and current supporters from the pharmaceutical sector and ensure efficient and effective reporting against grants won
- Provide exceptional stewardship to existing donors and partners, delivering creative and meaningful engagement and securing further gifts where possible
- Work with colleagues collaboratively across the organisation to develop high quality funding proposals
- Follow agreed systems and processes, including use of Salesforce, and working to agreed KPI's, to track donor relationship development and pipeline progress
- To be familiar with and always adhere to all relevant Leukaemia UK policies & procedures
- To perform any other duties as reasonably required in line with skills, knowledge and experience
- Develop a good knowledge of key donors and prospects and model appropriately high standards of customer service
- Work outside of core working hours including evenings and weekends, where required

General Responsibilities

- Focus on professional development by attending training to develop relevant knowledge and skills.
- Actively promote the core values of Leukaemia UK whilst working towards achieving the strategic objectives of the charity.
- Represent Leukaemia UK in relevant charity sector initiatives and ensure that the charity continues to learn from and share information with internal and external stakeholders as appropriate.
- Promote equality of opportunity, diversity, and inclusiveness to ensure that the delivery of people management, policies, and systems through all aspects of the charity are fair,

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transparent and consistent, without prejudice or discrimination to any internal and external stakeholder.

- Carry out any other tasks deemed appropriate by Leukaemia UK