



Job Description

Job Title	Trust Executive
Location	Hybrid, (two to four days per month) in our Bristol office
Hours per week	35
Reporting to	Philanthropy and Trust Manager

Together for Short Lives

Together for Short Lives is the leading UK-wide charity for children living with serious illness, their families and the services that provide them with palliative care.

Together we support families to live their lives, through the ups and downs, offering practical, emotional and financial help.

Together we unite our sector by prioritising and sharing crucial research, leading guidance and standards, connecting professionals and raising vital funds for children's hospice and palliative care services.

Together we campaign to make sure that children with serious illness and their families get the care and support they need, when and where they need it.

Purpose of Role

This role will help us to achieve our vision by supporting the growth of our fundraising income through brilliant cultivation and stewardship of charitable trusts and foundations who align with our cause. With support from the Philanthropy and Trusts manager, this role will focus on researching and preparing applications to new and existing trust funders, as well as providing timely and creative reports that demonstrate the impact of their funding. You will be highly organised, motivated with a passion for writing and strong attention to detail.

Key Responsibilities

Area 1: Trust Fundraising

- Work with the Philanthropy and Trusts Manager to develop applications to prospective funders and work to agreed targets to achieve income growth.
- Maintain a pipeline of trusts and foundations, providing excellent, stewardship and reporting, as appropriate.
- Through strategic research, identify and prioritise potential trust funders for Together for Short Lives.

- Responsible for reporting impact to funders and ensuring funders receive meaningful updates on outcomes.
- Keep up to date on research and due diligence trends.
- Support with targeted trust mailings cultivation events and stewardship moments. Record all key communications on the database and keep up-to-date records for all fundraising activity.
- Work with Finance, as required, to prepare budgets for potential funders.
- Use the CRM and fundraising data to identify trends, inform strategy, and improve targeting.
- Stay up to date with trends in trust fundraising and share insights with the wider team.
- Support and attend events and activities throughout the UK on behalf of Together for Short Lives, as and when required.

Area 2: General Duties

- Adopting a positive approach to personal and professional development, engaging in monthly one to one meetings and an annual performance review.
- To be aware of, and act on, relevant regulations i.e. The Fundraising Regulator Code of Practice; health and safety responsibilities; and adhering to these wherever you are working.
- To actively support and promote Together for Short Lives and all its policies including diversity and inclusion.
- To carry out any other duties as are within the scope, spirit and purpose of the post as requested by your line manager.

Person Specification

Qualities	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Educated to degree level or equivalent • Familiar with Institute of Fundraising codes of practice
Experience	<ul style="list-style-type: none"> • Experience of successfully securing charitable income. • Experience of developing, writing and submitting applications to trusts and foundations. • Experience of working to deadlines and under pressure. • Experience of stewarding relationships with funders. • Experience of preparing project budgets. • Experience of reporting to funders. 	<ul style="list-style-type: none"> • Understanding of pipeline management. • General fundraising experience.
Skills and abilities	<ul style="list-style-type: none"> • Excellent written skills with the ability to explain, promote and present Together for Short Lives' activities in clear, succinct and persuasive language • Ability to design and write engaging and creative proposals. • Excellent verbal communication skills with the ability to talk confidently to funders over the phone. • Strong attention to detail • Ability to use a fundraising database to record information on potential supporters and analyse and manipulate data to plan future action and activities • Ability to manage the production of own correspondence and filing, including the ability to use word, excel and powerpoint. • Enthusiasm and ability to work as a team and across income streams. • Availability to attend evening and weekend events 	<ul style="list-style-type: none"> • Ability to make presentations to varying audiences • Ability to develop and deliver creative fundraising ideas for various stake holders • Experience of Access CRM database • Experience of Canva

<p>Knowledge & understanding</p>	<ul style="list-style-type: none"> • To possess, or to have the motivation to develop, a thorough knowledge of the work of Together for Short Lives and the children’s palliative care sector • Understanding of the need to work in co-operation with fundraisers from member organisations • Empathy for the ethos of the children’s palliative care sector • To be conversant with current charity legislation, data protection laws and the codes of fundraising practice 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Determination, tenacity and persuasiveness • Good organisational ability • Have a flexible approach to work • The ability to work under pressure and to deadlines • Creativity • Enthusiasm • • Commitment to demonstrating the Together for Short Lives Values in your work 	
<p>Other</p>	<ul style="list-style-type: none"> • Willingness to travel, including overnight stays 	<ul style="list-style-type: none"> • Driving licence