

JOB DESCRIPTION

JOB TITLE	Trusts and Foundations Officer
DEPARTMENT	Fundraising
REPORTS TO	Head of Philanthropy and Partnerships
RESPONSIBLE FOR	No direct line reports
SALARY BAND	£29,121-£33,412
HOURS OF WORK	Full-time (37.5 hours)
LOCATION	Stokenchurch

JOB PURPOSE

- To be responsible for the management and stewardship of the Trusts and Foundations portfolio working with trust funders and family foundations.
- Build long-term partnerships with grant making trusts and foundations, ensuring support is strengthened through in-depth research, compelling proposals, excellent stewardship and timely and accurate reporting.

MAIN RESPONSIBILITIES

- Take a lead role in delivering the annual trust fundraising income target within expenditure budgets.
- Research, write and submit creative and compelling applications to trusts and foundations, working with colleagues in the Philanthropy and Partnership team, and across the charity.
- Grow a core set of regular funders through excellent relationship management, as well as proactively seeking new relationships and sources of funding.
- Develop, prepare and send a small trust mailing, as appropriate.
- Prepare in-depth research and briefs on potential trusts, family foundations, and corporate foundations, including showing connections between key individuals, and creating cultivation plans.

- Maintain accurate and up-to-date records and information about prospects and supporters, and coordinate a pipeline of funding applications and grant management using fundraising CRM system (Dynamics).
- Organise and attend events, visits and meetings with funders and new prospects to develop, enhance, and steward relationships as required.
- Ensure all necessary agreements are in place, and due diligence is undertaken prior to accepting significant gifts/grants.
- Ensure all grant expenditure is in line with the requirements of the trust/foundation, and work with colleagues across the charity to ensure accurate reporting.
- As directed by the Head of Philanthropy and Partnerships, deliver regular activity and income reports, and participate in the strategy, budgeting and forecasting of trust income.
- Develop and maintain a detailed knowledge of TVAA's current work and future strategic plans. This includes networking with colleagues across the organisation to identify new projects for funding and stewardship opportunities, and to represent the requirements and expectations of funders to non-fundraising colleagues.

HEALTH & SAFETY

- Take responsibility for their own health, safety and welfare, comply with TVAA H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.
- Manage the health and safety of their staff and volunteers, including conducting risk assessments as appropriate, and ensuring they have access to, and participate in, appropriate instruction, training and supervision.

OTHER DUTIES AND RESPONSIBILITIES

- Keep up to date with relevant legislation, fundraising policies, Data Protection, and best practice with the trust fundraising environment, and deploying learnings and changes to practices at TVAA as necessary.
- Comply with statutory duties and Fundraising Regulations, proactively promoting best practice and highlighting to the Head of Philanthropy and Partnerships any areas for improvement.

- Represent TVAA at a variety of events and be an ambassador for TVAA at all times.
- To be a member of and take an active part in the fundraising team and support all areas of fundraising when required to do so.
- Undertake other duties as may be requested by the Head of Philanthropy and Partnerships, Director of Fundraising or the CEO.

Person Specification

Essential	
Experience	Previous experience working in the charity sector.
	Developing high quality case for support and/or tailored proposals for funding.
	Building and maintaining relationships with new and existing funders through an effective relationship-based approach to fundraising.
	High level of administrative and organisational competency.
	Management of project budgets and handling financial information in applications and funding reports.
Skills & Knowledge	Excellent communication skills, both orally and written, that can be adapted to specific audiences.
	Ability to take initiative and organise own work with limited supervision to achieve deadlines for multiple tasks.
	IT literate with all standard Microsoft office applications.
	Excellent numeracy skills for budgeting and financial analysis.
	Developed analytical and research skills with a strong attention to detail.
	Knowledge of effective prospect research techniques.
	Good problem solving and decision-making skills.
General	Positive, enthusiastic and results-driven individual with a can-do attitude
	Capacity to work flexibly, including some evenings and weekends, and be comfortable in a changing working environment
	A genuine enthusiasm for trust fundraising.
Desirable	
	Understanding of medical / emergency services environment
	Ability to translate complex medical issues and equipment into compelling fundraising proposals
	Membership of Institute of Fundraising