

Job Description

Job Title: Trusts and Foundations Officer

Department: Fundraising, Communications and Marketing Team

Primary Objectives:

Support the Fundraising and Partnerships Manager in maximising current and future income, generated from charitable trusts, foundations and major giving.

Main Duties:

- 1) Researching, cultivating and securing new funding from trusts and foundations to reach income targets.
- 2) Developing and supporting relationships from a portfolio of new and existing trusts and foundations.
- 3) Submitting funding applications to a wide range of charitable trusts and foundations and supporting the process of developing large fundraising proposals as required.
- 4) Identifying new sources of funding from a rolling programme of research and reporting to the manager on funding opportunities that fit with Vista's strategy.
- 5) Ensuring funding partners receive timely and appropriate information about the progress and outcomes of projects.
- 6) Providing regular updates and accurate reports to the manager on trust fundraising activity.
- 7) Developing and maintaining trust profiles on Vista's database by ensuring accurate data, excellent knowledge and high standard of donor care.
- 8) Developing and maintaining a portfolio of consultations and cases for support to ensure high quality cases for support are available for new funding applications.

Resources:

a) People

- 1) Responsible to the Fundraising and Partnerships Manager
- 2) Develop and maintain good relationships with trusts and foundations
- 3) Develop and maintain good relationships with major donors.
- 4) Work across Vista departments to support the development and delivery of successful grant funded projects, including HR and accounts departments and project delivery teams.

b) Financial

Responsible for setting up new funding accounts with the accounts department, monitoring and providing regular project expenditure summaries and final financial reports.

c) Non-financial

Responsible for updating records on Vista's database.

d) Special Factors

Attend conferences, events and workshops to maximise knowledge on new funding opportunities and best practice.

Reduce reputational risk and uphold Vista's brand.

Additional responsibilities

- 1) To ensure activities comply with current law
- 2) To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: BP

Date: August 2018

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
Qualifications & Training	Educated to degree level or equivalent	Relevant professional training and/ or qualification accredited by the Institute of Fundraising	Application form and certificates
Experience	<ul style="list-style-type: none"> • Experience in trusts fundraising and a track record of success. • Experience of researching major trusts and donors • Experience of developing and producing tailored proposals and materials to appeal to specific audiences 	<ul style="list-style-type: none"> • Experience of working in the charity sector • Experience of bid writing • Experience in building and maintaining relationships with major donors. 	Application form and interview
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to research, and produce impacting reports. • Ability develop relationships and solicit gifts from trusts and foundations. • Confident in Microsoft Office programmes, including Outlook, Word, PowerPoint & Excel. • Excellent communication skills particularly in relation to writing proposals documents. • Highly numerate with attention to detail • Highly organised with ability to work under pressure to meet tight deadlines. 	<ul style="list-style-type: none"> • Good knowledge of a CRM/ fundraising database. • Confident in presenting to various audiences 	<ul style="list-style-type: none"> • Interview • Interview/ test may be used • Test • Test and Interview • Interview

Personal Qualities	<ul style="list-style-type: none"> • Creative thinker • Good time management skills, including prioritisation • Team player, happy to help out where needed. • A self starter who is able to work independently. • Good at building and maintaining supporter relationships. 		<ul style="list-style-type: none"> • Application / test/ Interview • Interview • Interview • Interview • interview
Other	<ul style="list-style-type: none"> • Adhere to the highest standards of fundraising practice. • Able and willing to recognise and challenge discrimination and apply Vista's equal opportunities policy in the workplace. • Committed to working in a way that reflects Vista's culture, values and core principles. 		Application form and interview