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| M:\Logos\NEW SPANA LOGO - from 5-9-11\PNG files - low res, general use\SPANA Animals logo  Horz CMYK.png**Senior Trusts Fundraising Officer** |
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| **Department** | Fundraising |
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| **Term** | Permanent |
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| **Location** | SPANA head office, London.  |
| **Hours of work** | Standard hours are 9.00am-5.00pm, Monday to Thursday, and 9.00am-4.30pm Fridays, although these may be varied in line with SPANA’s staggered hours policy.  |
| **Annual leave** | 22 days annual leave, excluding bank holidays, plus three additional days to be taken over the Christmas period when the office is closed. Further days of leave will be earned after two years of service – see the employment handbook for details. |
| **Remuneration**  | Competitive, depending on experience. |
| **Benefits** (qualifying periods apply) | Comprehensive benefits package, including 10% employer contributory pension to personal pension plan matched by 5% employee contribution; private (non-contributory) healthcare scheme; and Season Ticket Loan. |
| **Overall purpose of the role** | To maximise income generated from charitable trusts, foundations, multilateral and statutory sources, by producing compelling applications, proposals, mailings, in-depth research profiles and feedback reports, and by providing exemplary stewardship. To be an outstanding team player and work collaboratively to support the generation of income across the Fundraising department and the entire organisation.  |
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| **Line managed by:** | Head of Philanthropy |

**The Fundraising Team**

This role sits within the Major Gifts team, which is part of the wider Fundraising department. The Major Gifts team is responsible for raising income from trusts, legacies, major donors and corporates. The Fundraising team also comprises Donor Marketing & Digital Fundraising and Supporter Care (Supporter Engagement, Community Fundraising Events and Database Management).

**Key responsibilities:**

1. Develop and submit applications, approaches and pitches for income from charitable trusts and foundations (both in the UK and overseas territories within SPANA’s global fundraising programme, such as Australia), to meet agreed annual targets.
2. Project-manage the development and submission of funding applications to statutory and multilateral sources (such as the Department for International Development and United Nations), working with colleagues to identify opportunities and develop projects and proposals.
3. Research and pursue trust fundraising work in assigned new target areas, such as agriculture and faith-based markets, to expand the programme’s reach and impact.
4. Write clear, concise and compelling proposals and submit in a timely manner.
5. Develop new and existing trust relationships through exemplary stewardship (feedback reports, mailings, phone calls, face to face, etc) to maximise long term income, secure new sources of funding, upgrade existing levels of giving, repeat donations and multi-year funding.
6. Contribute to the development and delivery of an annual activity calendar for the trust fundraising programme, including key pitches and progress reports.
7. Work to a set income and expenditure budget, setting targets in collaboration with line manager.
8. Actively contribute to the development of the trust fundraising strategy, including work to identify and research potential new sources of trust, statutory and multilateral funding.
9. To work closely with all departments to identify new income opportunities, projects for funding and resources.
10. To work with the project teams and finance to provide appropriate narrative and financial feedback reports on specific projects and restricted funds (for funders and internal purposes).
11. Develop and maintain internal systems and processes to ensure all donor information is kept up to date and recorded appropriately.
12. To assist in the development of events for trusts and major donors and represent SPANA at both SPANA events and external meetings, to cultivate relationships with the aim of securing income.

**Support the Head of Philanthropy in the delivery of major donor income targets through:**

1. Working closely on the project portfolio and proposals, as suitable projects can be utilised for both trust and major donor audiences (and potentially other fundraising streams.)
2. Assisting with gathering information for feedback reports for major donors.

**General**

1. Keep up to date with the latest fundraising developments and legal requirements that relate to the role.
2. To undertake any other duties not specified above and that are within the context and grade of this post.

**Organisational Culture**

As a small charity (in terms of staffing, not ambition nor reach) at times we need everybody to pull together and help out so, in addition to the person specification, we require staff to:

* Be positive with a friendly manner whilst remaining professional and efficient.
* Be flexible as from time to time the post holder may be asked to perform other duties and support other teams.
* To resolve supporter complaints quickly, appropriately and professionally in regard to the areas that their role relates to.
* Enjoy working in a team and have a strong team ethic.
* To maintain, improve and develop team processes and procedures as and where necessary.
* To gain an in-depth understanding of SPANA’s charitable work in order to communicate confidently to current and potential donors.
* Share information with the team, whilst respecting confidentiality, so that you and your colleagues have all the information you need to perform your duties effectively.
* Maintain strict confidentiality at all times.
* Be committed to the aims and objectives of SPANA.
* To attend and assist at fundraising events and be willing to work occasional weekends and evenings when required due to events and community activities.
* Be willing to work within SPANA’s employment policies.

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| **Experience and Knowledge** | Essential | Desirable |
| 2 years’ experience in trust and/or statutory/multilateral fundraising, and extensive knowledge of fundraising principles. | (E) |  |
| Experience of developing and submitting applications to statutory and multilateral funders, including preferably DFiD. | (E) |  |
| Track record of achieving and exceeding income targets.  | (E) |  |
| Experience of researching trust, statutory and multilateral funders and matching their interests to the most suitable projects to build a long term relationship | (E) |  |
| Experience of understanding complex information and conveying it concisely and persuasively in writing and verbally. | (E) |  |
| Experience of building strong and effective relationships with donors, potential supporters and a range of stakeholders. | (E) |  |
| Experience of working with databases, preferably Raisers Edge, and setting up/following procedures. | (E) |  |
| Experience of managing own administration. |  | (D) |
| Experience of developing and giving presentations. |  | (D) |
| Experience of working within a charity or not-for-profit environment. |  | (D) |

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| **Skills, Abilities & Attitudes** |  |  |
| Excellent interpersonal skills to meet and exceed donor expectations and work well within a small team. | (E) |  |
| An outstanding communicator and negotiator with excellent written verbal and skills | (E) |  |
| Highly numerate, with the ability to create, maintain and monitor budgets and expenditure summaries, and to speak and write about financial matters. | (E) |  |
| Excellent computer skills with strong knowledge of Excel, Word, Microsoft Outlook, Internet Explorer, PowerPoint, etc | (E) |  |
| Well organised with a willingness to manage a busy workload and work within changing priorities to meet deadlines. | (E) |  |
| Accuracy and excellent attention to detail. | (E) |  |
| Takes responsibility for own work – is conscientious, proactive and uses initiative. |  | (D) |
| A diligent researcher with excellent analytical skills |  | (D) |

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| **Education/ training** |  |  |
| Educated to degree level or equivalent |  | (D) |

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| **Behaviours** |  |  |
| Uphold the fundamental principles and act with integrity and in accordance with SPANA’s values and obligations. | (E) |  |
| Committed to SPANA’s equal opportunities policy. | (E) |  |
| Recognise the implications of working within a charity. |  | (D) |

**It should be noted that the job specification and remit may develop over time. The applicant should be happy to adapt and take on new and different tasks.**