

# JOB DESCRIPTION

<b>JOB TITLE</b>		<b>SENIOR TRUSTS FUNDRAISING OFFICER</b>
<b>TEAM</b>		<b>FUNDRAISING AND MARKETING</b>
<b>CONTRACT TYPE</b>		<b>PERMANENT</b>
<b>REPORTING TO</b>		<b>CORPORATE PARTNERSHIPS AND TRUSTS FUNDRAISING MANAGER</b>
<b>LOCATION</b>		<b>LONDON HEAD OFFICE</b>
<b>HOURS OF WORK</b>		<b>34.5 HOURS PER WEEK</b>
<b>ANNUAL LEAVE</b>		<b>22 DAYS ANNUAL LEAVE, PLUS BANK HOLIDAYS, PLUS THREE ADDITIONAL DAYS TO BE TAKEN OVER THE CHRISTMAS PERIOD. FURTHER DAYS OF LEAVE WILL BE EARNED AFTER TWO YEARS OF SERVICE – SEE THE EMPLOYMENT HANDBOOK FOR DETAILS. 10% EMPLOYER CONTRIBUTORY PENSION TO PERSONAL PENSION PLAN MATCHED BY 5% EMPLOYEE CONTRIBUTION AND OPTIONAL PRIVATE HEALTHCARE SCHEME.</b>

## OUR VISION

**Our vision is a world where every working animal lives a life free from suffering and is treated with compassion**

## OUR MISSION

**Our mission is to improve the welfare of working animals in the world's poorest communities. We do this through treatment, training and teaching. We TREAT by providing free veterinary care when animals suffer or when emergencies strike. We TRAIN by building expertise among vets and promoting humane care by animal owners. We TEACH children to develop positive beliefs, respect and compassion towards animals.**

## SUMMARY OF ROLE

**The Senior Trusts Fundraising Officer will work 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. This role will suit an outstanding team player, who can work collaboratively and autonomously to support the generation of income.**

## KEY RESPONSIBILITIES

### Trusts fundraising programme

- 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.
- Project-manage the development and submission of funding applications to statutory and multilateral sources (such as the Foreign, Commonwealth and Development Office and United Nations), working with colleagues to identify opportunities and develop projects and proposals.
- Research and pursue trust fundraising work in assigned new target areas, to expand the programme's reach and impact.
- Write clear, concise and compelling proposals and submit in a timely manner.
- 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.
- Contribute to the development and delivery of an annual activity calendar for the trust fundraising programme, including key pitches and progress reports.
- Work to a set income and expenditure budget, setting targets in collaboration with line manager.
- 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.
- Work closely with colleagues to identify new income opportunities, projects for funding and resources.
- Work with colleagues to provide appropriate narrative and financial feedback reports on specific projects and restricted funds (for funders and internal purposes).
- Develop and maintain internal systems and processes to ensure all donor information is kept up to date and recorded appropriately.
- 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.
- Maintain accurate records of trusts fundraising activities on our CRM database.
- Ensure all work runs to set procedures and timelines, whilst providing exemplary stewardship.

### Team administrative support




- Work 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.)
- Assist with gathering information for feedback reports for major donors.
- Provide general administrative support to ensure the smooth running of the trusts fundraising programme.

### Other

- Keep-up-to-date of the latest legislative and statutory developments relating to the role, advising colleagues as appropriate.
- Ensure all policies and procedures are up to date and legally compliant.
- Uphold and promote SPANA's policies and procedures at all times.

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

# PERSON SPECIFICATION

<p><b>KNOWLEDGE, TRAINING &amp; QUALIFICATIONS</b></p> 	<ul style="list-style-type: none"> <li>• Knowledge of trusts fundraising programmes and the trusts market, including active and potential funders of animal charities and overseas development organisations.</li> <li>• Knowledge of statutory and multilateral funders.</li> <li>• Knowledge of what makes a successful trust application and supporting stewardship.</li> <li>• Knowledge of fundraising principles and practices.</li> <li>• Project management knowledge.</li> <li>• Knowledge of charity fundraising regulations, GDPR and data practices.</li> <li>• Knowledge of the current charity market and fundraising trends within the sector.</li> <li>• Knowledge of the requirements and expectations of working in the charity sector.</li> </ul>
<p><b>EXPERIENCE</b></p> 	<ul style="list-style-type: none"> <li>• Experience of trust and/or statutory/multilateral fundraising and delivering income against targets.</li> <li>• Experience of developing and submitting applications to statutory and multilateral funders, including preferably DFID.</li> <li>• Experience of researching trust, statutory and multilateral funders and matching their interests to the most suitable projects to build a long-term relationship.</li> <li>• Experience of understanding complex information and conveying it concisely and persuasively in writing and verbally.</li> <li>• Experience of building strong and effective relationships with donors, potential supporters and a range of stakeholders.</li> <li>• Strong experience of using IT, including Microsoft Office, Teams and web software.</li> <li>• Experience of working with databases, preferably Raisers Edge.</li> <li>• Experience of managing own administration.</li> <li>• Experience of developing and giving presentations.</li> <li>• Experience of delivering income against targets</li> </ul>
<p><b>SKILLS &amp; ATTRIBUTES</b></p> 	<ul style="list-style-type: none"> <li>• An outstanding communicator and negotiator with excellent written verbal and skills</li> <li>• Excellent interpersonal skills to meet and exceed donor expectations and work well within a small team.</li> <li>• Highly numerate, with the ability to create, maintain and monitor budgets and expenditure summaries, and to speak and write about financial matters.</li> <li>• A diligent researcher with excellent analytical skills.</li> <li>• Well organised with a willingness to manage a busy workload and work within changing priorities to meet deadlines.</li> <li>• Accuracy and excellent attention to detail</li> <li>• Takes responsibility for own work – is conscientious, proactive and uses initiative.</li> </ul>

# OUR VALUES

## EXCELLENCE

- WE ARE MOTIVATED BY OUR COLLEAGUES, BENEFICIARIES AND SUPPORTERS TO BE THE BEST WE CAN BE.
- WE SEEK EXCELLENCE IN OUR WORK AND ARE NOT AFRAID TO TRY NEW THINGS.
- WE ARE PASSIONATE AND OPTIMISTIC; WE WORK THROUGH BARRIERS TO ACHIEVE SUCCESS.
- WE ARE BRAVE AND COURAGEOUS IN ALL ASPECTS OF OUR WORK.

## RESPECT

- WE ARE TOLERANT AND CONSIDERATE OF EVERYONE'S RIGHTS, CULTURES AND BELIEFS.
- WE TREAT EVERYONE EQUALLY, WITH DIGNITY AND RESPECT.
- WE ENGAGE WITH SENSITIVITY AND COMPASSION, TAKING TIME TO LISTEN AND UNDERSTAND SITUATIONS IN ORDER TO MAKE INFORMED DECISIONS.
- WE EMPATHISE WITH OUR BENEFICIARIES AND USE BOTH KINDNESS AND OUR PROFESSIONAL EXPERTISE TO RELIEVE THEIR SUFFERING.

## INTEGRITY

- WE USE OUR RESOURCES ETHICALLY AND CONSIDER SPANA'S SUSTAINABILITY.
- WE ARE ACCOUNTABLE, TAKING RESPONSIBILITY FOR, AND OWNERSHIP OF, OUR WORK.
- WE MAKE DECISIONS WITH INTEGRITY AND HAVE THE COURAGE TO STAND BY THEM.
- WE ACT WITH HONESTY AND HUMILITY AND ARE NOT AFRAID TO FAIL SO THAT WE CAN ALL LEARN.
- WE ARE LOYAL AND DILIGENT IN ALL ASPECTS OF OUR WORK, PERSEVERING TO OVERCOME CHALLENGES.

## COLLABORATION

- WE COOPERATE AS A TEAM, EMPOWERING EACH OTHER AND THE COMMUNITIES WITH WHICH WE WORK.
- WE SUPPORT ONE ANOTHER, WITH A FLEXIBLE AND ADAPTABLE APPROACH TO GET THE JOB DONE.
- WE SHARE SPANA'S VISION, VALUES AND GOALS.
- WE VALUE EVERYONE'S CONTRIBUTION - THEIR KNOWLEDGE, SKILLS AND PROFESSIONAL EXPERTISE - TO ACHIEVE OUR COLLECTIVE GOALS.