

JOB DESCRIPTION

JOB TITLE

SENIOR TRUSTS FUNDRAISING OFFICER

DEPARTMENT

**GLOBAL FUNDRAISING, MARKETING
AND COMMUNICATIONS**

CONTRACT TYPE

PERMANENT

REPORTING TO

TRUSTS FUNDRAISING MANAGER

LOCATION

LONDON OFFICE AND REMOTE

HOURS OF WORK

34.5 HOURS PER WEEK

ANNUAL LEAVE

**26 DAYS ANNUAL LEAVE, PLUS BANK HOLIDAYS.
FURTHER DAYS OF LEAVE WILL BE EARNED AFTER TWO
YEARS OF SERVICE – SEE THE EMPLOYMENT
HANDBOOK FOR DETAILS.**

REMUNERATION

CIRCA £33,500 PER ANNUM

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.

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.

While keeping SPANA's mission to improve the welfare of working animals at the heart of our trust programme, the post holder will utilise international development techniques and opportunities to maximise income for our cause.

Key Relationships

- Responsible to the Trusts Fundraising Manager
- Head of Philanthropy
- Philanthropy Team
- Director of Global Fundraising, Marketing and Communications
- Global Programmes, Global Animal Welfare and Global Resources Teams
- Global project colleagues and partners.

KEY RESPONSIBILITIES

Trusts fundraising programme

- Research and make approaches, pitches submissions and applications to 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.
- Actively contribute to the delivery of the trust fundraising strategy, including working to identify and research potential new sources of trust, statutory and multilateral funding, to meet agreed targets.
- Contribute to the development and delivery of an annual work plan and pipeline for the trust fundraising programme, including time-sensitive applications, to grow income.
- Assist in 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.
- Write clear, concise and compelling proposals, and feedback reports for successful applications, 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.
- Work with SPANA colleagues to identify and maintain a list of suitable projects (that would particularly appeal to potential trust funders) and provide appropriate narrative and financial feedback reports on specific projects and restricted funds (for funders and internal purposes).
- Organise events, visits, meetings and other appropriate activities to encourage and maintain support from trusts
- 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.
- Contribute to the development and production of SPANA fundraising and marketing materials, to support trusts fundraising activities.

Programme support and administration

- Work to a set income and expenditure budget, setting targets in collaboration with line manager
- Provide regular reports and information on progress, targets and income generated.
- Maintain accurate records of trusts fundraising activities on our CRM database.
- Ensure all work runs to set procedures and timelines, whilst providing exemplary stewardship.
- Provide general administrative support to ensure the smooth running of the trusts fundraising programme.

Other

- Ensure all SPANA's trust fundraising activities are legally compliant, in keeping with our values and adherent to due diligence and our Acceptance or Refusal of Donations Policy.
- Ensure all SPANA policies and procedures are up to date, legally compliant and fully adhered to.
- Assist with activities across the Major Gifts team, such as providing project proposals, feedback reports and thanking, particularly during peak times and holidays.

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 within the scope of the role.

PERSON SPECIFICATION

<p>KNOWLEDGE, TRAINING & QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Knowledge of trusts and statutory fundraising principles and practices, including in an international development environment/context. • Knowledge of the current trusts and statutory and fundraising market, including potential supporters. • Knowledge of developing and delivering compelling pitches and applications to trusts. • Knowledge of charity fundraising regulations, GDPR and data practices. • Knowledge of the requirements and expectations of working in the charity sector.
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience of working in a fundraising role or equivalent, with a track record of developing and maintaining strong and effective relationships with donors, potential supporters and other stakeholders. • Experience of trust and/or statutory/multilateral fundraising and delivering income against targets. • Experience of understanding complex information and finances, and conveying it in concise and persuasive applications to trusts and statutory funders. • Experience of producing high-quality and compelling approaches, proposals, reports and presentations. • Experience of delivering income against targets. • Experience of prospect research techniques, and using research to suggest suitable projects/areas of interest/building a long term relationship. • Experience of working with databases, preferably Raisers Edge, understanding data selections and the nuance of data.
<p>SKILLS & ATTRIBUTES</p>	<ul style="list-style-type: none"> • An outstanding communicator and negotiator with excellent written and verbal skills. • Highly numerate, with the ability to create, maintain and monitor budgets and expenditure summaries, and to speak and write about financial matters. • Excellent computer skills. • A diligent researcher with excellent analytical skills, accuracy and attention to detail. • Excellent interpersonal and organisational skills. • Ability to work independently and take responsibility for own areas of work. • Ability to maintain, develop and follow effective administrative systems and procedures • A conscientious, positive and friendly team player. • Upholds and adheres to SPANA's core values • Resilience, determination and a focus on outcomes. • French speaking (desirable).