

# Trusts & Foundations Officer

## Maternity Cover



### Job Description

**Contract:** Fixed term approx. 8 months (October 2020 – May 2021)  
**Hours:** 2 days per week (14.5 hours)  
**Salary:** £22,753 - £25,753 FTE (£9,101 - £10,101 pro-rata)  
Please note we will also consider applications working on a freelance basis rather than PAYE.

The Trust & Foundations Officer (TFO) will report to the Principal. Their main responsibility will be to support the Fundraising Team with income generation specifically through Trusts and Foundations. The post holder's main responsibilities will be as follows:

### Fundraising:

1. Attend regular Fundraising Working Group meetings as required (either in person or virtually)
2. Work with the Fundraising Working Group to research, identify and maintain a pipeline of prospects
3. Build good relationships with new funders, and maintain ongoing good relationships with existing funders, through regular communications, reporting and stewardship practices
4. Apply to identified Trusts and Foundations for support in-line with current fundraising priorities and income targets. This will include grants towards capital projects, staff costs, sponsorship and core funds
5. Support the Trust to reach its £300,000 annual target income from Trusts and Foundations.

### Monitoring:

1. Ensure accurate and up-to-date records on prospects, grant applications, communications and reports are entered onto the fundraising database (E-Tapestry) regularly
2. Liaise with the Bursar to ensure grant payments are received, accurately coded and used to fund the projects or activities that they were raised for
3. Submit reports on progress to the Principal as required

### Other:

1. To undertake such duties as may reasonably be expected, within the scope and rank of the post.