

## Job Description

| Summary   |  |
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| Job Title   | Trust & Corporate Fundraising Officer  |
| Department  | Head Office  |
| Location  | Manchester, UK   |
| Full-time/Part-time/Job Share   | Full-time/Part-time  |
| Reporting To  | Operations Development Officer   |
| Direct Reports  | None   |
| Job Purpose   | To play a key role in the development and implementation of Hope for Justice's fundraising activities in order to secure funding for programme work and organisational core costs. |
| Duties & Responsibilities   |  |
| <p><b>Trusts and Grant-Making Bodies</b></p> <ul style="list-style-type: none"> <li>• Build on relationships with existing trust supporters, writing reports to meet deadlines and submitting further applications for funding</li> <li>• Manage and lead the identification of, and approaches to trusts and foundations that have not previously supported the work of Hope for Justice, building on an annual calendar of key prospects</li> <li>• Identify and secure funding from overseas foundations, in the US and elsewhere</li> <li>• Develop core generic trust proposals for each programme that requires funding</li> <li>• Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations</li> <li>• Develop and maintain reporting and application systems and coordinate information with other offices</li> <li>• Identify and submit applications for prizes and awards that will raise the profile of Hope for Justice and help secure funding</li> </ul> <p><b>Corporate</b></p> <ul style="list-style-type: none"> <li>• Manage current corporate partnerships, suggesting a number of ways to build on these relationships, maximising engagement with employees at all levels</li> <li>• Identify and approach corporate prospects, securing financial contributions and the support of employees</li> <li>• Manage the relationship with payroll giving agencies and other organisations in order to increase the number of regular givers who support the work of Hope for Justice</li> <li>• Promote and market Hope for Justice events and sponsored challenges to corporate employees</li> </ul> <p><b>General Fundraising</b></p> <ul style="list-style-type: none"> <li>• Support the Director of Development in the development of Hope for Justice's fundraising and communications strategy and action plans</li> <li>• Contribute new ideas for fundraising and identify suitable funding initiatives, calls for proposals etc.</li> <li>• Produced detailed annual action plans on specific areas of responsibility outlined</li> </ul> |  |

above, identifying areas for growth and development and outlining measurable objectives

- Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development
- Maintain organised hard and soft files of all fundraising information
- Participate in the day to day work of the organisation – such as reporting, attending team and operational meetings as required, and taking a flexible approach to general administrative and support tasks
- Support the Director of Development in managing the Hope for Justice fundraising database, ensuring that records are up to date and that all new contacts and correspondence has been entered
- Represent the work of Hope for Justice at events to members of the public and supporters, where necessary delivering presentations
- Participate in staff appraisals and appropriate training for the role

#### **Communications**

- Contribute to the production of the Annual Review and newsletters, including writing copy
- Ensure the website fundraising and communications information is up to date
- Collate case studies, photographs and information from the field

#### **General**

- Cultivate the values of Hope for Justice throughout the organisation
- Undertake any other reasonable duties as requested from time to time

### **Person Specification**

#### **Experience**

- At least two years' experience in Trusts or Corporate fundraising.
- Proven record of successful applications for substantial funding from Trusts and other grant-making bodies
- Demonstrable ability to develop relationships with Corporate partners and Trusts
- Experience of researching Trust and Corporate funding opportunities.
- Working within a charitable environment, preferably within an international environment

#### **Skills and Competencies**

- Excellent written skills with the ability to produce concise and creative bids.
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Meticulous attention to detail.
- Demonstrable ability to plan and prioritise own workload with minimum supervision.
- Excellent communication and presentation skills required to build relationships with potential donors.
- Demonstrable knowledge of UK Trusts and Foundations and Corporate giving in general and with a development focus in particular
- Ability to demonstrate initiative and work well under pressure.
- Ability to understand and generate budgets.
- Ability to plan ahead and work within agreed timeframes
- Ability and willingness to travel for work
- Willingness to work occasional evenings and weekends as required

| <b>Review</b>  |          |
|----------------|----------|
| Date Completed | 16.06.15 |
| Version Number | 2.0      |
| Approved By    | CEO      |