



JOB DESCRIPTION

Job Title:	Trusts Fundraising Officer
Location:	Vincent House, Horsham, West Sussex
Hours:	21 hours per week
Reporting To:	Head of Trusts Fundraising

Job Purpose

1. To support the Head of Trusts Fundraising in maximising income from charitable and corporate trusts and foundations to meet and exceed financial targets; identifying new trusts and increasing the number and value of gifts.
2. To provide exemplary stewardship of donors building long term relationships.

Main tasks and Responsibilities

1. To support the Head of Trusts Fundraising in implementing the three year strategic plan for Trust Fundraising, and in delivering an effective annual plan and budget that will enable Action Medical Research to maximise income from charitable and corporate trusts and foundations.
2. To develop and manage excellent relationships with existing and potential donors, particularly small and medium trusts.
3. To liaise with the Research department to identify appropriate projects to present to potential donors.
4. To regularly research and monitor new target trusts building a strong pipeline of prospects.

5. To develop and write compelling and persuasive proposals to present to prospects and donors.
6. To ensure that trusts that have made grant-linked donations are kept appropriately informed of progress against the research work which they are funding and, in the longer term, of the impact that their support has achieved. Encouraging trust representatives to visit the projects that they support and to meet the researchers.
7. To manage allocated relationships with charities where we are jointly funding a project, agreeing trusts which may be individually or jointly approached, raising invoicing and reporting at agreed intervals.
8. To ensure continuing dialogue with trusts which have the potential to support our work in the future.
9. To ensure that Raisers Edge and the grant link schedule are kept up to date.
10. To work with Supporter Care to ensure timely notice of donations to enable the Trusts team to give speedy appreciation of support.
11. To support Community Fundraising Managers and key volunteers to secure local trust donations.
12. Maintain an up-to-date knowledge of Action Medical Research, the principles governing the funding of research and the projects being funded.
13. Maintain an up-to-date knowledge of the trust marketplace and competitive influences on it.
14. Keep the Head of Trusts Fundraising fully informed of activities at all times.
15. Undertake any other duties of a compatible nature as may be required from time to time by the Head of Trusts Fundraising.

Person Specification

Education

1. Educated to higher education level (essential)

Experience

1. A proven track record of delivering fundraising income from trusts and foundations to meet and exceed budget (essential) and fundraising for medical research causes (desirable).
2. Experience of researching potential trust supporters, building strong relationships and stewarding key donors.
3. An experienced user of all Microsoft packages and fundraising databases, ideally Raisers Edge.
4. Working as part of a team and contributing to team plans and activities.

Skills

1. Strong communication skills – an ability to liaise confidently and effectively in writing and orally.
2. Ability to describe the cause and present the charity's work effectively.
3. An effective time manager and multi tasker, with excellent organisational skills and natural attention to detail.
4. Pro-active and determined in researching and pursuing new funding opportunities, identifying projects that will resonate with these funders.
5. A strong relationship builder at all levels; personable and credible.
6. Ability to work independently when required.

Knowledge

1. Knowledge and understanding of fundraising from trusts and foundations (essential).