

## **JOB DESCRIPTION: Trusts and Philanthropy Officer**

**REPORTS TO:** Partnerships Lead

**LOCATION:** Hybrid or home based with agreed visits to London office (Wandsworth)

### **PURPOSE:**

At Back Up we provide practical and emotional support to people with spinal cord injury and their families. We'll be launching an ambitious new strategy in April aiming to support more people than ever before to get the most out of life. You'll be joining us at an exciting time as we work to reach thousands more affected by life changing spinal cord injuries.

We pride ourselves in the strength of our relationships and the difference we make together. As Trusts and Major Philanthropy Officer, you'll be responsible for working as part of a supportive team to drive and deliver the Trusts and Major Donor strategies. Line managed by the Partnerships Lead, and closely working with major donor and trusts team members, 60% of your role will maintain and maximise income from your own portfolio of warm and new charitable trusts and foundations from an established and growing pipeline. For 40% of your time, you will be researching and co-ordinating a growing pipeline of individuals capable of giving high value gifts.

### **Why Back Up?**

We have a proven track record in service delivery and a well-established donor base of longstanding relationships. With current pressures on health services, the need for our services is greater than ever and we must explore new ways of working in partnership with individuals, supporters and funders to ensure we deliver for those affected by spinal cord injury. What sets us apart as a charity is our user-led philosophy, and our fun and inclusive culture. We value diversity and prioritise work-life balance and the wellbeing of our staff and volunteers. We focus on staff development, empowerment, and recognition. You will work as part of a supportive fundraising team that recognises current and future challenges in the fundraising landscape and fundraising from charitable trusts and foundations.

### **Key stakeholders:**

External: Trustees, fundraising boards and committees, charitable trusts and foundations, supporters, major donors, friends, and families of people with spinal cord injury.

Internal: Back Up staff, volunteers, and trustees.

## **SPECIFIC DUTIES**

### **Trusts and Foundations**

Manage a mixed value portfolio of 30-50 small and medium trusts.

### **Income Generation**

- Research and identify potential trusts that align with Back Up's objectives using GrantFinder, our database, networks, printed and online resources.
- Write and submit tailored and effective funding applications to meet agreed income targets.
- Monitor application deadlines and ensure submission of applications to deadlines.

### **Relationship Management and Stewardship**

- Build and maintain strong relationships with existing and new funders through high quality stewardship including multi-media updates, reports, and regular communication.
- Ensure compliance with funder requirements.
- Prepare and deliver impact reports to funders, demonstrating how their contributions have been used.
- Act as the primary point of contact for trusts and foundations in your pipeline, responding promptly to queries.

### **Major Donors**

- Identify new prospects through research of Back Up networks, supporters, and events.
- Create and maintain detailed, up-to-date profiles on new and existing donors
- Develop and manage processes to ensure a steady flow of fully researched major donor prospects, supporting the development of cultivation and stewardship plans
- Create and maintain network maps for Senior Volunteers and Key Influencers, highlighting individuals, trusts or corporate prospects
- Help to organise and prepare for meetings and pitches to build current relationships or develop new ones, including producing content to showcase the impact of support
- Help organise cultivation events to inspire and bring together potential donors, including creating guest biographies for events
- Undertake due diligence research on potential new relationships, referring to the fundraising policies and procedures and escalating reputational risk or ethical concerns

### **Other**

- Work closely with colleagues across the organisation to gather information for stewardship, cultivation, proposals and reports.
- Contribute to Trusts and Major Donor processes for recording and sharing useful resources, such as case studies, quotes, spinal cord injury research, etc.
- Keep accurate records of applications, communications, and income using Donorfy CRM, and Trusts pipeline.
- Collaborate across fundraising, sharing ideas, learnings and encouraging creativity in our approach.
- Be an ambassador for Back Up and be part of the team at occasional Back Up events.
- Work across teams to gain and maintain a deep understanding of the impact support provides to those with a spinal cord injury.

You may be required to assist with additional tasks and duties from time to time as a part of Back Up's fundraising team.

## PERSON SPECIFICATION

### Candidates must fulfil the following essential criteria:

- Experience in trust and foundation/major donor fundraising or similar role.
- Strong research and analytical skills, with the ability to identify suitable funders and individuals from networks and insight.
- Strong database skills and ability to work with colleagues to analyse database records and trends for insight and prospecting.
- Highly organised and able to confidently use spreadsheets.
- Good writing skills: persuasive and able to explain complex concepts in simple terms.
- Attention to detail and ability to tailor applications to meet funder priorities.
- Strong numeracy skills.
- Excellent interpersonal skills; ability to build effective relationships with people at all levels internally and externally.
- Ability to manage multiple deadlines.
- Resilience to able to deal with the challenges of trust fundraising.
- A proactive approach to working towards targets.
- A strong team working approach.
- Willing and able to work occasional evenings/weekends and travel.

### Desirable:

- Understanding of spinal cord injury and/or disability issues
- Understanding of charity finance and/ or project budgeting.

## TERMS AND CONDITIONS – Trusts and Philanthropy Officer

### Type of Employment

- Permanent

### Pay

- £30,000 per annum

### Hours of work

- Your normal hours of work will be between 9am and 5pm, a total of 35 hours per week.
- Some flexibility of working hours may be required in accordance with the needs of the charity.
- Flexibility in working hours may be discussed to enable a better work/life balance or to meet particular needs as required, including consideration of part-time or job share.

### Probation

- There will be a six-month probation period.

**Notice Period:**

- Two calendar months on either side, after a satisfactory six-month probationary period. During probation, notice will be one week either side.

**Disabled access**

- The office is fully wheelchair accessible.

**Staff Benefits**

- Holiday - You are entitled to 22 days paid holiday per year plus bank and public holidays. This increases by one day per year up to a maximum of 25 days (pro rata). Additionally, the office is closed between the Christmas and the New Year period giving an additional 3 days.
- Pension - Back Up has a designated stakeholder pension scheme that staff can join. With a staff contribution of 5% salary, Back Up will contribute 3% into this scheme.
- Generous sickness pay provision.
- Access to financial advisor – annual initial exploratory meeting with an independent FSA.
- Season ticket loan: an interest free loan for the purchase of a season ticket.
- Ride to work scheme.
- Study and sabbatical leave.
- “My day” – 17.5 (pro rata) hours per year to carry out voluntary work.
- Life Assurance – 3 times annual salary.