

Job Description:

Corporate and Philanthropy Officer

Location:	Remote with travel for team and funder meetings and events
Reports to:	Trusts and Foundations Manager
Line Manages:	No direct reports
Key stakeholders:	Grantmakers, trusts and foundations, prospects, volunteers, supporters and staff.

Purpose of the role:

You'll help shape how one of the UK's leading spinal cord injury charities secures funding for innovative services across the country. From national programmes to regional partnerships and pioneering new projects, you'll develop compelling cases for support and build lasting relationships with funders who can transform lives.

We pride ourselves in the strength of our relationships and the difference we make together. As Trusts Officer, you'll be responsible for working as part of a supportive team to drive and deliver the Trusts strategy. Line managed by the Trusts and Foundations Manager, and closely working with Partnerships team members, your role will be to manage and grow your own mixed value portfolio of charitable trusts and foundations, identifying opportunities to secure new support while maximising long-term relationships with existing funders.

VALUES

Our values are central to our approach:

We embrace challenge:

Challenge is central to our learning and growth; it helps us gain knowledge and skills. By finding ways to overcome challenge and move forward we gain a sense of achievement, supporting us to realise our full potential.

We have fun:

We believe that having fun allows us to connect with others, whilst opening opportunities to develop, achieve and get the most out of life, showing that there is a positive future after spinal cord injury.

We build inclusive communities:

We achieve more for people affected by spinal cord injury when we work together. We are collaborative and inclusive in our approach. We embrace diversity, working with and supporting individuals, groups, and the wider spinal cord injury community, bringing people together.



We are ambitious for each other:

We are driven by the needs of people with a spinal cord injury and their families. We are passionate, striving to be the best. We set high standards, and we work hard to reach them. We are proactive, push boundaries, try new approaches and we learn quickly. We recognise that failure doesn't have to equal loss, rather an opportunity for growth. We listen to what people affected by spinal cord injury want and we seek innovative responses based on their feedback.

RESPONSIBILITIES:

Income Generation

- Develop funding strategies for prospective trusts, identifying the strongest organisational and project matches and recommending the most effective approach.
- Write and submit tailored and effective funding applications to meet agreed income targets.
- Monitor application deadlines and ensure timely submission.
- Work with colleagues to gather, interpret and present service data, outcomes and financial information to produce high-quality, evidence-based funding proposals and reports.
- Contribute to the development of larger or more complex funding proposals, working alongside the Trusts and Foundations Manager and colleagues across the organisation.
- Contribute ideas that help Back Up's Fundraising team develop innovative approaches to trusts fundraising, stewardship and donor engagement.

Relationship Management and Stewardship

- Ensure compliance with funder requirements by preparing and delivering high-quality impact reports and other agreed reporting, demonstrating how their contributions have been used.
- Act as the primary point of contact for trusts and foundations within your portfolio, building trusted relationships.
- Develop and deliver an engaging, year-round stewardship programme that goes beyond grant reporting, creating meaningful opportunities for funders to see the impact of their support through tailored communications, multi-media updates and personalised engagement.

Other

- Use application outcomes, funder feedback and sector learning to continually improve proposal quality, stewardship and trusts fundraising performance.
- Work collaboratively with colleagues across the organisation to gather information for compelling stewardship, cultivation, proposals and reports and maintain a deep understanding of the impact support provides to those with a spinal cord injury.
- Monitor trends in grant-making and maintain an understanding of developments affecting people with spinal cord injury to strengthen funding proposals.
- Contribute to Trusts processes for recording and sharing useful resources.
- Maintain accurate records of trust and foundation activity, ensuring Salesforce CRM and pipeline information is up to date and supports effective relationship management, reporting and forecasting.
- Use CRM, service data and organisational insight to support prospect research, develop compelling funding applications and identify opportunities for growth.
- Be an ambassador for Back Up and be part of the team at occasional Back Up events.



PERSON SPECIFICATION

Candidates must fulfil the following essential criteria:

Essential

- Experience in trusts and foundations fundraising with the ability to identify funding opportunities and develop successful funding proposals.
- Confident using technology, including CRM systems and AI-assisted tools and spreadsheets, to support research, prospecting and proposal development while maintaining high standards of accuracy and judgement.
- Highly organised and able to manage multiple deadlines.
- Excellent written communication skills, with the ability to translate complex information into clear, engaging and persuasive funding proposals and reports.
- Able to balance attention to detail with strategic thinking.
- Strong numeracy skills and confidence working with budgets and financial information.
- Comfortable building relationships with senior volunteers, trustees and funders.
- Resilient and motivated, with a proactive approach to the challenges of trust fundraising and achieving income targets.
- A proactive approach to working towards targets.
- A strong team working approach.
- Willing and able to work occasional evenings/weekends and travel.

Desirable

- Experience in major donor fundraising, philanthropy or corporate partnerships.
- Understanding of spinal cord injury and/or disability issues
- Understanding of charity finance and/ or project budgeting.
- Experience supporting donor cultivation events
- Experience producing supporter communications, presentations or impact reports.
- Experience working with trustees, senior volunteers, ambassadors or high-net-worth individuals.

