

Trust Fundraiser

Salary: £25,000 - £29,000, depending on experience

Start date: asap

Job status: Permanent, full-time

Location: Camden, London, office-based role

Deadline for applications: 15th June 2018

Job Description

We're on a mission to take action against the UK's most deadly gynaecological disease. A disease that kills someone every two hours. A disease that robs families of mothers, daughters, sisters, aunties, wives and partners. We're fighting for a world without ovarian cancer. By campaigning and championing this underserved cause. By funding scientists on the front line to mobilising millions of people across the UK to take action. Our charity is on an ambitious journey to significantly increase awareness of the disease and funding into scientific research. By joining Ovarian Cancer Action, you are joining a movement that is taking action to save lives.

1.	Main purpose of the job	
	<p>We are looking for a talented, well-organised, relationship builder and bid writer to maintain, develop and grow key income for the organisation from trusts and foundations.</p> <p>The post forms part of the Fundraising Team which is comprised of Corporate, Challenge Events, Trusts & Foundations, Major Donor, Individual Giving and Community Fundraising. This role will play an important part in driving forward further growth and helping to build a sustainable base of long-term fundraising support for the charity's work.</p>	
2.	Position in organisation	
	Reports to	Head of Development
	Main relationships	Head of Development, Healthcare Projects Manager, Principal Investigators and Scientists on research projects
	Direct contacts/ stakeholders	Trustees, trust managers and administrators
3.	Scope of the job and key areas of responsibility	
	<ul style="list-style-type: none"> Create effective, competitive and audience-appropriate fundraising propositions around the organisation's research, awareness and campaigning work to drive acquisition of income from charitable trusts and foundations 	

	<ul style="list-style-type: none"> • Identify and research new funding opportunities to maintain our annual programme of monthly applications, thereby creating a pipeline of multi income level opportunities • Responsible for an annual income budget of £250,000. Expertly relationship-manage both existing and new trust and foundation relationships, influencing and motivating them to give financial support and inspiring them to make introductions to networks and peers who might do the same • Representation of the charity and its key strategic objectives to key external stakeholders, verbally articulating the research and awareness work with accuracy and confidence • Management of revenue and expenditure budgets within approved limits • Develop effective working relationships with senior staff, scientists and trustees • Maintain accurate records on the charity's database • Ensure that all fundraising activities comply with the Institute of Fundraising's Code of Fundraising Practice and the Fundraising Regulator's Fundraising Promise. • Undertake other duties, to assist colleagues in the Fundraising team, for example at key fundraising events, as may from time to time be required
4.	<p>Skills and experience</p> <p>Required:</p> <ul style="list-style-type: none"> • At least two years working in trust fundraising or in a similar role • Excellent communication skills, both written and verbal • Excellent interpersonal skills and ability to build strong relationships with individuals and trusts • Excellent research skills and critical analysis to ensure effective matching of our funding priorities to trusts' giving criteria • Experience of fundraising proposal writing or commercial bid writing • Ability to work autonomously, manage own workload through effective prioritising, organising, planning and scheduling of activities • Good IT skills (Word, Excel, Outlook) • Experience of managing relationships at all levels <p>Desirable:</p> <ul style="list-style-type: none"> • Technical or science background to understand complex science and translate into simple lay language • Current or past Member of the Institute of Fundraising • Educated to degree level or equivalent <p>Personal qualities</p> <ul style="list-style-type: none"> • Flexible, tenacious and driven to succeed • Enthusiastic, energetic, highly motivated and a positive attitude • Tact, diplomacy and an ability to maintain confidentiality • Ability to work cross-functionally



This job description does not form part of your contract of employment. The duties laid down in this job description may change from time to time following a review and in consultation between post holder and Chief Executive.