**Job Description**

**Position:** Senior Trusts Officer

**Salary:** £28k-32k pa

**Department:**  Fundraising

**Line manager:** Trusts Manager

**Main purpose of the role**

The Senior Trusts Officer will lead on securing funding from small to mid-level charitable trusts and other grant-giving organisations. The post-holder will account manage a portfolio of funders and grow their support, working with the Trusts Manager to prepare and submit compelling proposals and ensure excellent stewardship of our supporters, so that targets are met.

**Scope of the role**

* Account manage a portfolio of existing trust funders, alongside new business applications to grow and uplift this portfolio
* Support the Trusts Manager to deliver and steward larger applications and funding applications
* Work with the Manager and wider fundraising team to deliver relevant stewardship and engagement activities and events
* Undertake regular prospect / sector research and maintain regular and accurate records on CRM system, as well as on other relevant team tools / systems

**Duties and key responsibilities**

* Secure funding from a portfolio of mid-size charitable trusts and grant funders by cultivating (by email, phone and meetings) and preparing high quality funding proposals, tailored to funders’ interests and requirements
* Manage and develop the small trusts mailing programme, retaining our family of committed supporters, and growing the long-term portfolio value
* Ensure trusts and grant supporters receive excellent stewardship including timely acknowledgements of their donations and appropriate updates about the impact of their support
* Work with the Trusts Manager and relevant colleagues in fundraising to deliver an engagement calendar for high value funders, including directly supporting on the set up of any relevant events or webinars
* Maintain accurate, up to date records on the Customer Relationship Database (Raisers Edge) ensuring all information pertaining to trusts and foundations is recorded

* Support the Manager, in providing timely income reporting for month end and any other reports for the Director of Fundraising, as and when required
* Undertake regular prospect research to maintain a pipeline of qualified donors, pro-actively identifying opportunities to grow the trusts programme to enable OCA’s vital research, awareness, and cancer prevention work
* Contribute to the Trusts and wider Fundraising team’s planning and budgeting cycle
* Develop and maintain excellent knowledge of OCA’s charitable work and the difference we are making for ovarian cancer patients, working with relevant colleagues to access specific project update and reporting needs as required
* Develop effective internal relationships with colleagues in the Communications and Charitable Activity teams, through appropriate communications, cross team working and networking, ensuring the work of the Trusts team is understood and actively supported where appropriate by other teams.
* Any other duties that are within the scope and remit of the role and as agreed with your manager.

**General responsibilities:**

As part of a small team, all colleagues are expected to be flexible within the broad remit of the post, and be pro-active and self-starting and able to act on own initiative where necessary.

Throughout the year members of the team support each other at events that contribute to the overall goals of the organisation. These events may fall outside of normal working hours, and be outside of London. Any participation at events outside of working hours earn Time Off In Lieu (TOIL) and all out of pocket travel expenses are covered.

**Person Specification**

**About the ideal person and their required experience and skills:**

**At Ovarian Cancer Action we look to our team to engage with confidence, positivity, resilience, and passion. This means that a role holder’s attitude to their work and fellow team members is just as important as their skills and abilities.**

**Previous experience**

* Demonstrable experience of fundraising for a third sector organisation, preferably in a Trusts and Statutory funding setting.
* Experience and commitment to providing high quality customer care
* Demonstrates high-level communication skills, including track record of writing successful funding proposals / bids and developing positive relationships with funders.
* Good, up to date knowledge of trusts and foundations fundraising.
* Experience of managing different priorities and projects to meet agreed deadlines
* Able to work well as part of a team and on own initiative.
* Experience and familiarity with using IT including Word, Excel, and Database packages (CRM systems), and ideally Microsoft Teams

**Skills and attributes**

* A high level of attention to detail and analytical, methodical approach
* Strong written and verbal communication skills
* The ability to develop effective working relationships with internal and external stakeholders and funders
* Organised with ability to manage conflicting demands and priorities to meet deadlines
* Able to use initiative and take ownership of area of responsibility
* Ability to persevere and demonstrate resilience when working under pressure
* Show sensitivity, tact and diplomacy when dealing with sensitive and confidential information.

**Attitude and personal qualities**

* Enthusiastic and committed to the aims of the charity
* Hard working and with ability to work pro-actively
* Optimistic outlook, focusing on solutions as opposed to problems
* Energised by working as part of a dynamic, ambitious, and fast-moving team
* Positive, professional, approachable, and helpful when dealing with colleagues and external funders
* Adaptable and flexible work approach e.g. may require occasional working outside of normal working hours