

Role Profile

Overview	
Role	Partnerships Officer – Trusts and Foundations
Main Purpose	The Partnerships Officer will be responsible for implementing a successful programme of fundraising from trusts and foundations to an agreed annual target. This will include securing medium to large grants
Department	Partnerships
Location	Manchester, or UK remote working considered
Reporting To	Trusts and Foundations Manager
Main Duties	
<ul style="list-style-type: none"> • Develop and submit persuasive funding applications for appropriate funds as directed by Fundraising manager, to UK trusts and foundations to secure both core and project income as directed by Fundraising Manager. • Build on existing relationships with key funders to maximise income and meet ambitious targets • Cultivate relationships with trusts and foundations in the UK and ensure funding approaches match their interests and priorities • Research new funding opportunities and maintain schedule of approaches and asks • Explore grants and contracts funding opportunities • Keep updated information on funders and activities in the CRM system • Write reports and updates to keep funders informed of the positive impact of their support • Work with the Fundraising Manager and wider team to assist with other aspects of fundraising (e.g. charity of the year partnerships, awards applications, etc.) • Track, analyse and report on fundraising results and measure, manage and report performance using agreed performance measures. • Maintaining accurate financial and client records (current and new UK trusts and foundations) • Work with Hope for Justice International Programme Team to determine requirements and priorities for existing and future funding needs. • Recruit and manage volunteers to support with his/her role. • Understand and uphold the standards outlined in the Hope for Justice Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise 	
Key Result Areas	

- Work as part of a team to deliver the KPIs and fundraising targets set by the International Development Director.
- Generate income from UK Trusts and Foundations to enable delivery of Hope for Justice programmes worldwide.
- To maintain a portfolio of existing trust relationships and to nurture relationships with existing UK Trusts and Foundations. This entails ensuring that contacts are recorded in the CRM system and reports to funders produced in a timely manner.
- To be a major contributor to the development of Hope for Justice Trust and Foundations programme through the cultivation of new relationships in the UK - focussing on trusts capable of contributing at the major and high value level.
- To grow all trust income and maximise all income opportunities from the UK through research and networking.
- To carry out effective research to identify new prospective donors.

Soft Skills	Technical Skills
<ul style="list-style-type: none"> • Networking and relationship building • Creative problem solving • Ability to work under pressure & time management • Teamwork • Negotiation & conflict resolution • Decisiveness • Flexibility • Leadership • Enthusiasm and passion for engaging donors 	<ul style="list-style-type: none"> • Fundraising • Project Management • Administration • Excellent Writing skills and attention to detail • Excellent IT skills (Microsoft Office package) - experience of using fundraising databases would be an advantage • Presenting and communication skills

Experience & Education

- Educated to degree level or equivalent
- Minimum 2 years' experience in trusts and foundations fundraising
- Minimum 2 year's experience in researching funding opportunities
- Proven track record of successful fundraising from charitable and / or corporate trusts
- Demonstrable ability to build relationships with donors
- Knowledge and understanding of modern slavery and human trafficking
- Experience of working in an international / multicultural environment