

Job Description

General Information

Job Title
Trusts Officer

Team
Trusts & Philanthropy

Department
Fundraising

Job Location
Andover Central Office

Reports to
Senior Trusts Officer

Number of Direct Reports
0

Number of Volunteer Reports
0

Financial Responsibility
Responsible for maximising income from trusts and grants

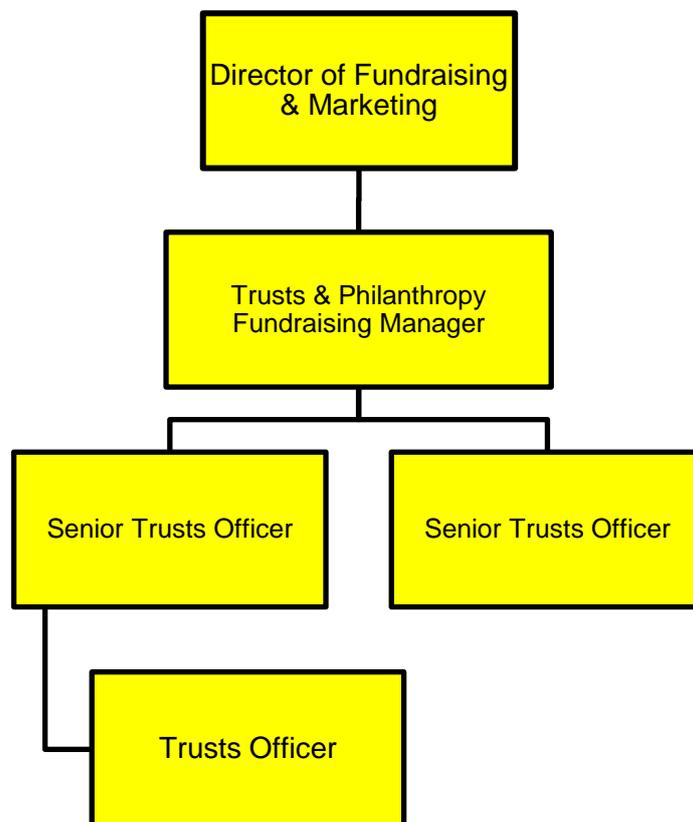
Matrix Reporting Lines to:
This role works closely with the fundraising, communications, database, supporter care, research, service delivery, regional managers and finance teams

Level of Disclosure Check Required and Related Workforce:
basic

Overall Purpose

The Macular Society has ambitious plans to increase income from £4million to £12million per year over the next five years in order to move closer to a cure for macular disease

This role will work closely with the Senior Trusts Officer to ensure the growth of trust and statutory income.



Key Accountabilities of the Role

	Key Accountability
1	Manage relationships with a portfolio of funders, producing engaging, accurate and timely communications - to include thanking, project reports and bespoke funding applications
2	Deliver exemplar stewardship to donors to secure continued support - to include participation in events, visits and meetings
3	Carry out research to identify and cultivate prospective funders, discuss potential projects, submit excellent written applications and manage follow up
4	Ensure the database is accurate and up to date, recording donor information, communications, activities, reports and approaches. Input timely information to enable accurate income reporting and deadlines management.
5	Capitalise on fundraising opportunities within the charity and prepare compelling grant proposals and informative reports for fundable projects and core costs, working closely with colleagues from other teams.
6	Support the fundraising team when required with specific projects/events.
7	Keep up to date with best practice in fundraising and comply with relevant legislation.

All employees will be expected to comply with the Macular Society terms and conditions, rules, policies, procedures, codes of conduct, quality standards, authorisation processes, risk management policies etc. and relevant external regulations.

Competencies

1. Supports and contributes to their team and colleagues as appropriate
2. Works well with people across the organisation
3. Is committed to quality and service
4. Understands the Macular Society's operations and processes
5. Achieves their objectives and the required activities for their role
6. Takes responsibility for their performance and development

Person Specification

Factor	Essential	Desirable
Job specific skills	<p>IT literate, with strong organisational and administrative skills and excellent attention to detail</p> <p>Excellent written communication skills</p> <p>The ability to develop and maintain relationships at all levels with excellent interpersonal skills</p> <p>Ability to work proactively under own initiative</p> <p>A team player, with flexible approach willing to work with and support colleagues across the organisation</p>	<p>An up to date knowledge of fundraising research sources and methodologies</p> <p>Disability awareness</p> <p>Able to use fundraising databases eg CARE, Raisers Edge, etc</p>
Previous relevant experience	<p>Experience in relationship and partnership development</p> <p>Experience of successful fundraising</p> <p>Microsoft Office and databases</p>	<p>A successful track record in trust fundraising</p> <p>Working for a charity</p>

Knowledge	Up-to-date knowledge of charity fundraising Up-to-date knowledge of fundraising legislation and good practice	Familiarity with the low vision field Membership of the Institute of Fundraising
Eligibility to work in UK	Proof of identity and eligibility to work in the UK	
Volunteering	From time to time you may be asked to support / volunteer your time (TOIL available) at Macular Society events that take place outside of normal working hours.	
Safeguarding	The Macular Society is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.	

The post holder is required to carry out other such duties as may reasonably be required, commensurate with the grade of this post. All employees are expected to excel in customer centricity, to demonstrate advocacy for the Macular Society at all times and to champion our fundraising.

This job profile is accurate as at the date shown below. In consultation with the post holder it is liable to variation by management to reflect or anticipate changes in or to the role.

DATE OF EVALUATION: January 2019