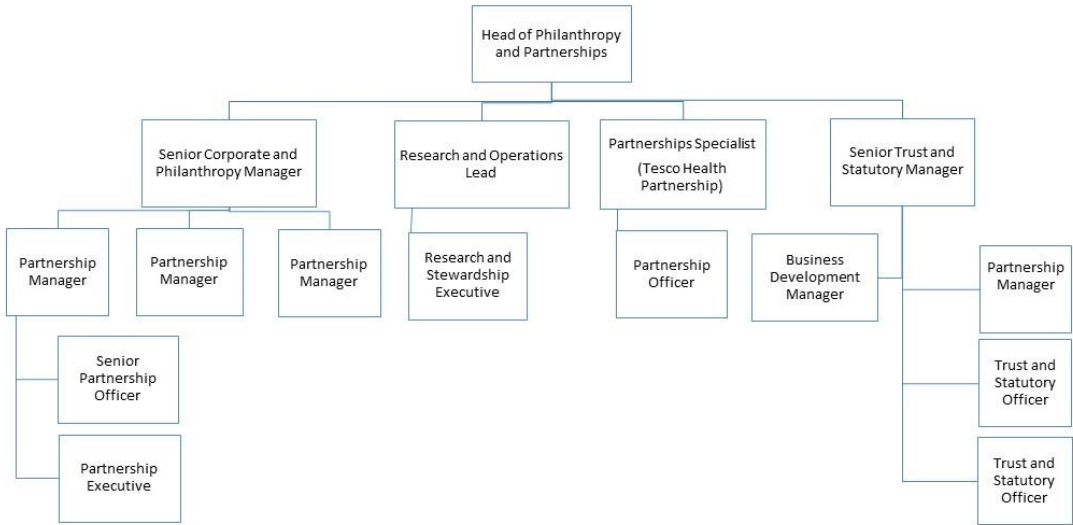


Job Title – Trusts and Statutory Officer

DIRECTORATE:	Engagement & Fundraising
TEAM:	Philanthropy & Partnerships
REPORTING TO:	Senior Trusts and Statutory Manager
CONTRACT:	Permanent



WORKING RELATIONSHIPS:

Inside Diabetes UK
Philanthropy & Partnerships Team, Finance Team and Ads as needed
Outside Diabetes UK
Trusts, Foundations and statutory funders. The post holder will be responsible for building and maintaining these relationships.

OVERALL PURPOSE OF THE JOB

The purpose of this role is to secure and manage new income, specifically, in relation to the trust team. You will be required to develop and maintain a strong small trust’s portfolio generating in excess of £100K, with a view to increasing its value year on year. You will also be required to develop a pipeline, grow and personally secure income specifically in relation to restricted funding (from a low-medium sized funder pool). Alongside this, the post holder will work with the Senior Trust and Statutory Manager to ensure grant management processes are developed and adhered to. To do this effectively, you will build strong relationships with internal and external stakeholders to ensure maximum engagement and donor development.

This key role comes at a time when we are entering into our new and ambitious strategy, in which, partnerships are an essential driver for change. Your income generation will onboard new and long lasting partnerships in support of our charitable mission and change lives.

MAIN DUTIES AND RESPONSIBILITIES:

- Develop and maintain a strong pipeline of restricted funding opportunities in line with team plans and organisational priorities
- Build and maintain our small trust's portfolio to maximise income generation
- Develop compelling, complex and tailored proposals accurately reflecting both funder criteria and priorities related to organisational funding needs/gaps and be responsible for personally securing income
- Increase giving levels of current donors through effective stewardship and an in depth understanding of giving potential of these donors
- Grant management (including the submission of timely and engaging reports) secured income through a clear understanding of internal and external requirements
- Develop and maintain excellent external relationships with key funders to propel income generation and result in sector leading stewardship plans
- Build strong and positive internal relationships to transform ways of working enabling to create an enabling fundraising environment
- Record income and donor communications accurately on our database to enable excellent knowledge management
- Work across the Philanthropy and Partnerships team to identify potential cross team working to ensure we are delivering a joined up approach to all major funding opportunities to maximise our high value income portfolio
- Provide excellent donor experience, showcasing the charity's impact and reach.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Communicate internally and externally, in a compelling way using multiple methods (e.g. written, verbal, face to face)
- Demonstrate the ability to write effective funding proposals with proven success of securing funding, ideally multi-year wins.
- Approach, identify and engage new funders to support the work of the charity
- Understand budgets and be able to translate these into funder terminology.

The best person for this job will have experience in:

- Writing compelling bids and funder reports to a high standard
- Working with internal teams (e.g. finance) to galvanise support and information identify funding priorities and needs
- Securing income from (low to medium sized) funders
- Managing and maintaining a portfolio of grants internally and externally

The best person for this job will be:

- An excellent writer
- Be a skilled communicator (listening, written and verbal)
- Organised and able to effectively managing competing priorities
- Be a strong team player and work collaboratively across the organisation

- Experienced in working with trust funders
- Attention to detail focussed
- A strong influencer internally and externally to garner support for the purposes of generating new income
- Able to undertake stakeholder engagement to build robust and compelling asks to new audiences.