

Role Profile

Overview	
Role	Partnerships Officer - Trusts & Foundations (UK)
Main Purpose	To implement a successful programme of fundraising from trusts and foundations to an agreed annual target. This will include securing medium to large grants from UK charitable /corporate trusts and foundations via cultivating new relationships and managing existing clients.
Department	Partnerships
Location	Head Office, Manchester, UK
Reporting To	Partnerships Manager – Trusts & Foundations
Main Duties	
<ul style="list-style-type: none"> • Develop and submit persuasive funding applications to UK trusts and foundations to secure both core and project income as directed by the Fundraising Manager • Research and cultivate new funding, grants and contract opportunities and maintain schedule of approaches and asks • Build on existing relationships with key funders to maximise income and meet ambitious targets • Track, analyse and report on fundraising results and measure, manage and report performance using agreed performance measures • Maintain 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.) • 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 this role 	
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"> • Trusts and Foundations fundraising experience • Proven research skills • Project Management • Data Management • Administration • Excellent written skills and attention to detail



- Excellent IT skills (Microsoft Office package)
- experience of using fundraising databases would be an advantage
- Presentation and communication skills

Experience & Education

- Educated to degree level or equivalent
- Minimum 2 years' experience in trusts and foundations fundraising
- Minimum 2 years' 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
- Empathy with Hope for Justice culture and ethos