### Role Profile

#### Overview

<table>
<thead>
<tr>
<th>Role</th>
<th>Partnerships Officer - Trusts &amp; Foundations</th>
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</thead>
<tbody>
<tr>
<td><strong>Main Purpose</strong></td>
<td>To implement a successful program of fundraising from trusts and foundations to an agreed annual target. This will include securing medium to large grants from US charitable/corporate trusts and foundations via cultivating new relationships and managing existing clients.</td>
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<tr>
<td>Department</td>
<td>Partnerships</td>
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<tr>
<td>Location</td>
<td>Nashville Office, Tennessee, US</td>
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<tr>
<td>Reporting To</td>
<td>Partnerships Manager – Trusts &amp; Foundations</td>
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</tbody>
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#### Main Duties

- Develop and submit persuasive funding applications to US trusts and foundations to secure both core and project income as directed by the Partnerships 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 maximize income and meet ambitious targets
- Track, analyze 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 Partnerships 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 Program Team to determine requirements and priorities for existing and future funding needs
- Recruit and manage volunteers to support this role

#### Soft Skills

- 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

#### Technical Skills

- 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) - experience of using fundraising databases 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