

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Trusts and Foundation Officer
<b>DURATION:</b>	Permanent, full time role
<b>SALARY:</b>	£34,600 to £37,800 (SO2 – SO5)
<b>HOURS:</b>	Monday to Friday 8.30am to 5.00pm. You will be required to stay later to occasionally oversee events.
<b>HOLIDAYS:</b>	25 days plus Bank Holidays plus generous discretionary Christmas leave.
<b>REPORTING TO:</b>	Director of Fundraising & Development
<b>LOCATION:</b>	Hybrid with regular service visits
<b>START DATE:</b>	May 2023

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### Purpose

The Senior Trusts and Foundations Officer is a talented and ambitious fundraiser who will join our dynamic, collaborative Team and have responsibility for developing and managing their own portfolio of Grant Making Trust and Foundation prospects and donors who support BeyondAutism's core work.

The Senior Trusts and Foundations Officer will also make a significant contribution to writing proposals and reports for our existing partnerships to ensure we can deliver BeyondAutism's mission.

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### About Us

BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers. We run Independent Special Schools for children aged 4-19, a Post-19 service, Outreach and Training and the beginnings of an Early Years' Service

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### Our Fundraising Needs

This is a variable and exciting role within an inspirational charity. You will be an integral member of our Fundraising Team and work collaboratively with colleagues to identify and approach potential funders. The organisation has enjoyed fundraising success from trusts, corporates, major donors and other funding streams. You will use your experience to develop further income opportunities.

## Main Duties and Responsibilities

- Creating a target list and engagement strategies.
- Manage a portfolio of Trust and Foundation prospects and donors at the £1k to £100k level, to develop and maintain strong and long-standing partnerships
- Take primary responsibility for conducting and co-ordinating detailed prospect research on Trusts and Foundations that support our areas of work, liaising with colleagues on network mapping current supporters and keeping abreast of newly established Trusts and Foundations that are keen to have impact at the heart of their work.
- Manage the cultivation plans and process for Trusts and Foundations in your portfolio.,
- Responsible for creating presentation decks, writing proposals and reports to Trusts and Foundations in your portfolio and support the Director of Fundraising and Development with these activities for Trust and Foundation prospects and donors.
- Support the Director of Fundraising and Development to build and maintain a pipeline of prospects and report on progress of current prospects through the fundraising cycle.
- Work with the Director of Fundraising and Development to identify new grant funding opportunities and themes for BeyondAutism.
- Work closely with the Director of Fundraising and Development are delivering on time in line with renewal and reporting schedules and criteria across all Trusts and Foundations, including liaising with our charity partners to create report content.
- Work closely with the Director of Fundraising and Development to develop stewardship plans tailored to the needs of our Trusts and Foundations donors.
- Ensure all communications with external stakeholders are prompt, clear and well written.
- Ensure research, prospect and donor activity and reporting is accurately captured on our CRM system (ThankQ).
- Create and monitor processes and systems to deliver reports to the Senior Management Team and Philanthropy and Partnerships Committee.
- Stay abreast of good fundraising practice, ensuring compliance with relevant legislation and guidance.
- Support the Fundraising Team with the delivery of our major fundraising and challenge events as well as smaller cultivation and stewardship events and supporting ad-hoc activities of the Team when needed.
- Demonstrate professionalism and best practice in all duties, comply with the organisation's policies and procedures and proactively support the wider team to deliver our mission effectively.
- To source, secure and maintain relationships with current and prospective partners of the organisation.

**To fulfil the requirements of financial and management reporting by:**

- Ensuring that strict financial controls across the Fundraising and Communications departments are maintained. This includes the achievement of revenue budget, adhering to expenditure authorisation procedures and maintaining strong, effective and timely credit management.

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**To maximise the use of the organisation's internal database by:**

- Ensuring that the Fundraising database (ThankQ) is used effectively.
- To ensure compliance and legal requirements for the fundraising function.

**To fulfil the administrative elements of the post by:**

- Keeping clear, accurate records relating to all fundraising events and activities, including risk assessments.

**To fulfil any other responsibilities of the post including:**

- To ensure that all fundraising activity complies with relevant legal requirements and Organisational policies, and responsibility for staying up to date with changes to fundraising regulation and identifying impact and necessary action where appropriate with the Director of Fundraising & Development.
- Demonstrating commitment to BeyondAutism's mission statement and aims.
- Attending functions or networking meetings to promote the work of BeyondAutism, as necessary
- Attending internal or external meetings as required.
- Deputising for the Director of Fundraising & Development.
- Any other duties which may reasonably be required of the post.