

## EveryYouth – Trusts and Foundations Senior Officer

Job Title	Trusts and Foundations Fundraiser
Salary	£33,000
Hours	Full-time, 37.5 per week (part time will be considered)
Location	Remote – must be able to travel into London once a month for team meetings. Extra travel may be required occasionally.
Reports to	Head of Fundraising and Communications
Team	Fundraising and Communications

## Main responsibilities and success measures

Responsibility 1	<b>Work with the Head of Fundraising and Communications/New Business Lead to manage the trust and foundation pipeline in order to secure five and six figure grants.</b>
Success measure	Performance measured against pipeline management so that we are applying for opportunities once they become available.
Responsibility 2	<b>Write compelling and successful applications for five and six figure grants.</b>
Success measure	Targets at least a 5:1 ROI on salary in year one.
Responsibility 3	<b>Takes a Relationship Management approach to managing relationships with EveryYouth's Trust and Foundation Backers.</b>
Success measure	Establishes and manages long term, effective and profitable relationships with existing and potential funders by providing excellent donor care.
Responsibility 4	<b>Coordinates reporting to produce on-time reports that demonstrate the transformational impact of EveryYouth's work.</b>
Success measure	Performance measured on timely production of reporting that is produced to an exceptionally high standard.
Responsibility 5	<b>Supports the Head of Fundraising and Communications/New Business Lead to research high net-worth prospects and develops a strategy for identification.</b>
Success measure	Helps build a pipeline of high net worth prospects, supports the outreach and relationship development and helps write compelling proposals to secure funding.

Responsibility 6	<b>Uses Salesforce to accurately record Trust and Foundation activity</b>
Success measure	Salesforce is up-to-date and post-holder is able to pull reports and forecasts as required.
Responsibility 7	<b>Coordinate EveryYouth's Trust and Foundation fundraising with relevant fundraisers in the EveryYouth Network.</b>
Success measure	EveryYouth's Network of fundraisers are supportive of EveryYouth's outreach to Trust and Foundations, and we have a harmonious and symbiotic relationship.

### Skills, knowledge and experience

Skills and Knowledge			
	Essential	Preferred	Assessment
Excellent written and verbal communication skills	X		AF/I
Excellent presentation skills.	X		AF/I
Highly numerate with ability to accurately report on programme and financial performance.	X		AF/I
Excellent attention to detail, with the ability to maintain accurate records.	X		AF/I
Pro-active and positive, with a creative approach to problem solving.	X		AF/I
Highly organized with the ability to manage conflicting demands of multiple stakeholders.	X		AF/I

Experience			
	Essential	Preferred	Assessment
Experience of writing successful Trust and Foundation proposals (five and six figures)	X		AF/I
Managing relationships with stakeholders including staff and/or volunteers across disparate organisations.		X	AF/I
Producing high quality reporting documents and written communication.	X		AF/I
Experience of financial records management and reporting.		X	AF/I

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Experience of using Salesforce or other comparable CRM.		X	AF/I
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**Equal Opportunities**

All employees have a legal and moral responsibility to ensure that the workplace is free from discrimination, harassment, and bullying.