

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Trust Funding Officer
Department	Public Engagement
Unit (if appropriate)	Major Partnerships Unit
Grade	4
Salary	£34,380 per annum
Contract type	Permanent, full time (34.5 hours per week)
Reporting to	Senior Fundraiser – Trusts and Foundations
Responsible for	Volunteers, as and when necessary

Overview of Department

The Major Partnerships Unit seeks to bring about transformative change by bringing together key players to deliver income, increase influence and impact, and raise the profile of Plan International UK. The unit works across trusts and foundations, major donors, corporates and some institutions, and has seen remarkable growth in recent years – from £2 million in 2007 to over £7 million this year.

The funds raised by the Unit support Plan International's work with children and their communities to help realise children's rights. We fund a wide range of programmes, including education, health, child protection, child participation, economic security, disaster relief, water and sanitation.

This role sits in The Philanthropic Partnerships Team, which is specifically responsible for all trust, foundation and major donor relationships and income; managing grants between £10k - £1 million plus. It is a high-growth, exciting and innovative team, having increased annual revenue from £1.5m in 2012 to £3m in 2017. We foster an open and energising work environment, encouraging cooperation and collaboration across the organisation. This role works closely alongside one other Trust Funding Officer and reports in to the Senior Fundraiser – Trusts and Foundations.

We also have a programme team within the Unit, which enables us to offer an enviable range of funding options to partners. This means we can offer strategic, co-funding or bespoke projects to meet donor interests whilst maintaining absolute integrity and impact in our programming.

Job Purpose

As the Trust Funding Officer you will contribute to sustaining and increasing income from trusts and foundations, independently managing an exciting and varied portfolio of existing donors delivering excellent account management and stewardship. A significant part of your role will be identifying, researching and engaging prospective funding partners. Overall, you will be working to a six figure income target.

Key Deliverables	Key Activities
<p>Secure income for Plan International's global programming and reach new audiences and raise awareness about Plan International's work</p>	<ul style="list-style-type: none"> • Work with the Senior Fundraiser - Trusts and Foundations on planning and strategic development for the Trust Fundraising Programme • Develop and independently manage a portfolio of current and prospect trust and foundation relationships: <ul style="list-style-type: none"> ○ Provide first class account management for existing relationships and ensure continued support for Plan International's work through effect stewardship; upgrading donors where appropriate. ○ Develop new donor relationships by researching potential prospects and designing and implementing cultivation plans to drive new business ○ Follow through leads and deliver persuasive and professional presentations to potential and existing donors ○ Organise project visits for donors and prospects and, if necessary, accompany them to the field in order to ensure a high level of donor care and development ○ Organise cultivation events and oversee associated expenditure budgets • Work with the Major Partnerships programme team to source projects available for funding and ensuring proposals and reports are submitted on time and are appropriate for the gift level • Work with the programme team to oversee project progress and finances and providing guidance on resolving internal project issues • Work with the Trust Funding Officer and Senior Fundraiser – Trusts and Foundations on disaster and emergency response appeals • Make direct contributions to meeting annual income targets for the team as well as meeting individual income targets • Document potential and existing donor information on the database system
<p>Other Duties</p>	<ul style="list-style-type: none"> • Take responsibility for the administration of the trust systems and files • Represent Plan International UK at external networking groups and other meetings as required • Attend regular team meetings, department meetings, interdepartmental meetings and contribute to the overall smooth operation of the department • Keep up to date with the major issues pertaining to children, child rights and development, as well as the donor environment and developments within Plan International • Supervise and support volunteers as and when necessary

General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims of the organisation and with policies and procedures. • Participate in training and other activities as requested
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Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan's position on promoting girls' rights and gender equality, and integrating this into all aspects of work. • Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities
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Level of Child Protection Responsibility	Standard – Commitment to uphold to Child Protection guidelines at all times.
Level of Budgetary Responsibility	Post has no budgetary responsibility, but will monitor event and stewardship budgets, including trips.

This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	January 2018
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

PERSONAL COMPETENCIES

Competency Title	The successful candidate will be able to....
Communicating with all stakeholders	<ul style="list-style-type: none"> • Use strong interpersonal and communication skills, both written and verbal, to build relationships, negotiate and persuade a wide range of audiences. • Provide a high level of customer service to all internal and external stakeholders.
Working effectively and efficiently	<ul style="list-style-type: none"> • Work enthusiastically as part of a team and form effective and constructive working relationships across the whole organisation. • Use resources in a cost effective manner • Keep up to date with key development and fundraising issues to be able to spot and maximise new opportunities as they may arise. • Work independently, accurately and efficiently to deadlines and targets managing a wide and varied workload, using strong organisational skills, with minimal supervision
Demonstrating Plan values	<ul style="list-style-type: none"> • Assist the Philanthropic Partnerships Team in meeting all demands of the business plan.

RELEVANT EXPERIENCE

The successful candidate will have experience of

Working in a fundraising environment, preferably within an international context

Working with a diverse range of staff and donors, particularly with trusts and foundations

Face to face trust and foundation donor experience, making the ask, and managing and prioritising a portfolio of existing and prospective funders

A proven track record in meeting, or exceeding, financial targets and soliciting five and six-figure gifts from existing donors and prospects

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Demonstrate an awareness of child protection issues	The UK charitable fundraising sector and trust and foundation donor trends
Exercise sound judgement and mitigate risk	Current international development issues and child rights
Exercise strong independent problem solving skills, dealing with complex donor relationships maturely and sensitively	Customer care and data protection issues
Negotiate successfully on behalf of the organisation	
Manage several projects simultaneously	
Influence across a range of levels including key stakeholders, senior trust and foundation staff, trustees and senior executive team	