

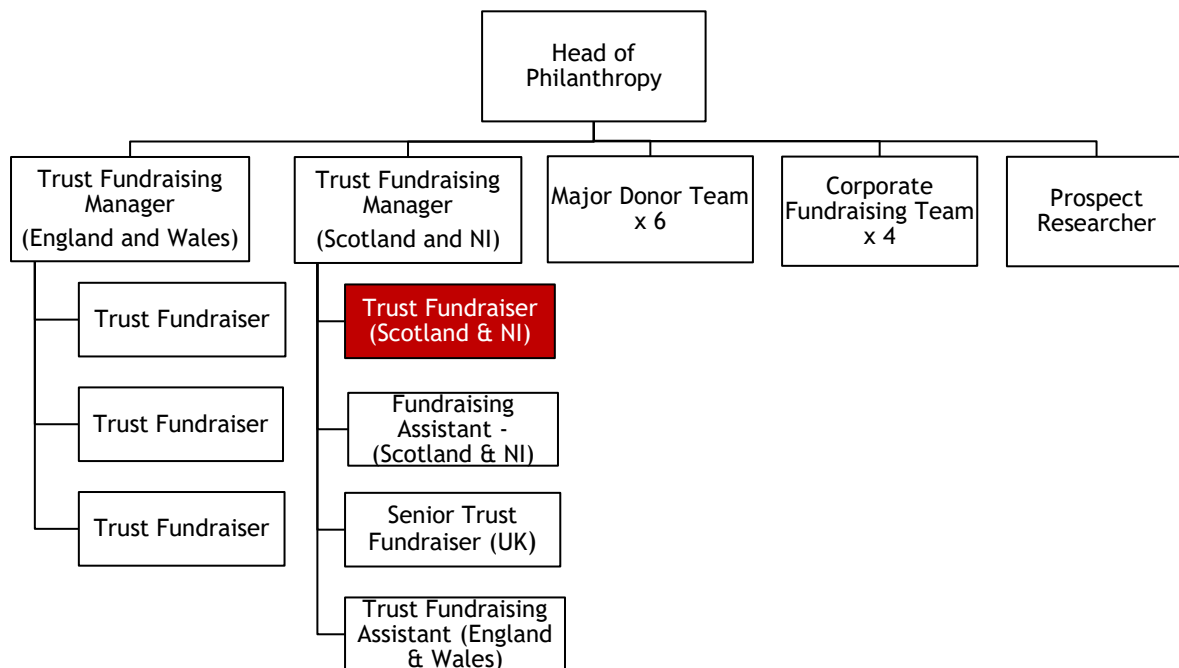


JOB PROFILE

Job title:	Trust Fundraiser - Scotland and Northern Ireland
Purpose:	To resource the mission of The Salvation Army as a key member of the Trust Fundraising Unit. You will proactively managing a portfolio of charitable trusts and foundations to secure income towards the team's income target in support of The Salvation Army's programme of work in Scotland and Northern Ireland.

As a member of the Trust Fundraising Unit, you will be responsible for securing gifts from and building relationships with charitable trusts and foundations. You will identify and initiate relationships with prospective donors using a range of research methods and develop long-term relationships by the excellent stewardship of supporters.

Organisation Chart



Report to:	Trust Fundraising Manager - Scotland and Northern Ireland
Accountable to:	Head of Philanthropy
Key working relationships:	Marketing and Fundraising, Finance, PR and Communications, Research and Development, Key Community Programme Teams, Scottish and Ireland Divisions
People management:	There are no people management responsibilities
Operating budget:	There are no budgetary responsibilities

You will...

- Secure income from medium sized charitable trusts and foundations in support of The Salvation Army's capital and revenue projects across Scotland and Northern Ireland, contributing to the team's annual income target.
- Manage a portfolio of existing and prospective medium charitable trusts and foundations, ensuring excellent relationship management and engaging cultivation and stewardship.
- Research and identify prospective funders that match The Salvation Army's aims and objectives and create appropriate development plans with long-term goals.
- Create high quality, bespoke applications for support for consideration by trusts and foundations.
- Have good time management skills and be able to work to deadlines and multi-task,
- Develop good internal relationships with frontline staff to assist them in identifying their immediate and longer-term funding needs and developing budgets for funder proposals.
- Ensure donor communications are accurately recorded and kept up-to-date on the organisation's database and online records, in line with donor wishes.
- Have the ability and willingness to work within, and be empathic with, the Christian ethos and values of The Salvation Army mission and vision.
- Keep abreast of charity legislation (GDPR and PECR), trust fundraising and charity sector developments and initiatives (Fundraising Regulator and CIOF Code of Practice),

sharing learnings across the team; and representing The Salvation Army at external meetings and events where required. This may include occasional evening work for fundraising events, overnight stays and trips to our London Headquarters.

- Undertake additional tasks from time to time, as required by the Fundraising & Marketing Department to meet the objectives of the organisation.

You have...

- Demonstrable experience of successful fundraising from charitable trusts and foundations (A,I)
- Demonstrable experience of account managing a portfolio of charitable trusts and foundations (A,I)
- Ability to produce concise and creative written materials including letters, proposals and reports (A,I)
- Strong research skills with the ability to identify prospective new funders and gather demographic data to support grant applications (A,I)
- Proven experience of analysing and interpreting information and financial data to support decision making processes (A,I)
- Demonstrable strong communication skills, both written and verbal, with the ability to convey information to funders and colleagues in a clear, effective and professional manner (A,I)
- Strong interpersonal skills with the ability to develop strong, successful, and collaborative working relationships across the organisation and with new and existing donors (A,I)
- Strong organisational skills, attention to detail, effective time management and the ability to prioritise work, and be able to respond to tight deadlines both as an individual and as part of a team. (A,I)
- Good IT skills with experience of Microsoft Word, Excel, Outlook, Teams, fundraising database or equivalent CRM (A,I)
- The ability and willingness to work within and be empathic with the Christian ethos and values of The Salvation Army Mission (A,I)

You may have...

- Educated to Highers Grade or equivalent, or with relevant equivalent practical experience (A,I)
- Experience of working for a faith-based charity (A,I)
- Prospect research experience (A,I)

How criteria will be assessed - (A) application form; (I) interview; (T) test; (P) presentation and (R) references.

We expect you to exhibit behaviours that model our values of integrity; mutual accountability; compassion; passion; respect and boldness

This is the job profile as it is constituted at the date shown. It is the practice of The Salvation Army to examine job profiles in order to update them periodically and ensure that they relate to the job being performed, or to incorporate any proposed changes.