

Trusts and Foundations Officer

JOB SPECIFICATION

REPORTING TO:	Trusts and Foundations Manager
COMMITMENT:	Full-time; permanent
SALARY:	in region of £25k-£30k depending on experience
LOCATION:	London SE1
ANNUAL LEAVE:	Unlimited annual leave (new trial policy)

INTRODUCTION

The Campaign Against Living Miserably (CALM) is leading a movement against suicide, the single biggest killer of men under the age of 45. CALM has grown significantly in the last 18 months.

We are evolving on a daily basis, with massive campaigns, new approaches to tackling the challenge and ambitious partnerships with some huge brands and organisations. This growth has led us to recruit a second member of the Trusts and Foundations team.

We are ambitious and constantly strive to improve in order to help more people through frontline services and cultural campaigning, whilst nurturing an enjoyable, fast-paced working ethos. As CALM grows and helps more people, we need to further grow this area of income.

In addition to seeking funding for our core services (such as our targeted engagement work and our helpline service) the Fundraising team are highly involved in the creation of new projects and service expansion plans. This includes working with other departments across the charity to ensure new projects are fundable, building project budgets and timelines, and monitoring and evaluation for reporting back to funders.

KEY FOCUS

- Aid in fulfilling strategic plans to grow and diversify trusts and foundations income by targeting a wider range of new low to mid-level funders
- Prospect research of trusts and foundations and major donors
- Prepare well-written applications for funding CALM's service delivery, campaigning and engagement activity, in line with strategic plan

- Ensure grant makers receive timely and relevant reports
- Support the Trusts and Foundations Manager with workload relating to the overall Trusts and Foundation strategy.

ROLE DESCRIPTION

Prospect research

- Supporting on prospect research for potential funders
- Maintaining accurate records of communications, contact details and applications on Salesforce

Securing income from funders

- Working to achieve income targets as agreed with your line manager
- Identifying prospects and aligning their funding criteria with specific CALM projects
- Prepare compelling applications for low to mid-level trusts and foundations
- Preparing supporting information and budgets to accompany applications
- Compiling and sending out update mailings to trusts and foundations
- Manage relationships with existing donors, including reporting back and reapplying to funders
- Ensuring all donors are acknowledged and thanked according to their giving and involvement
- Using Salesforce database to keep records up-to-date to ensure excellent relationships with supporters and relevant and timely communications in order to maximise long-term support
- Supporting colleagues in corporate fundraising with applications as needed
- Maintaining and supporting development of case studies database for use in applications

General

- Work with the Fundraising Team to support all of CALM's fundraising activities
- Answering the office phone, and speaking with supporters to answer enquiries
- Represent CALM at external events, with some evening and weekend work on occasion
- Work collaboratively with CALM staff on awareness raising campaigns

PERSON SPECIFICATION

Experience Required	Essential (E) / Desirable (D)
At least 2+ years of working in the fundraising sector in a professional capacity	E
Proven ability to fundraise from Trusts and Foundations (or similar bodies)	E
Previous experience of working with a CRM database (preferably Salesforce)	E
Educated to degree level, or equivalent professional experience	D
Skills and Knowledge	
Demonstrable understanding of the issues around mental health and suicide	D
Understanding of the principles of relationship fundraising	E
Excellent ability to build and maintain relationships	E
Excellent writing skills, with ability to adapt to purpose	E
Ability to engage and inspire a wide range of audiences	E
Excellent interpersonal skills	E
Project management skills	D
Excellent task-management and organisational skills	E
Good level of IT literacy, including Word, Excel, and Outlook	E
Knowledge of legal and regulatory issues relating to fundraising	E
Personal Qualities	
Able to work independently and autonomously	E
Excellent attention to detail	E
Proven ability to work as part of a team	E
Proactive problem solver	E
Able to work in a flexible, approachable manner	E
Non-judgemental and inclusive approach	E
Passion/interest in CALM and the issue of male suicide	D
Willing to work evenings and weekends if required	E
Able to work in line with CALM's ethos, policies and branding	E
Committed approach to diversity and inclusion	E