

## Job Description



<b>Job Title</b>	Trusts and Foundations Officer
<b>Location</b>	The Tree Aid UK office is located in Bristol. We implement a hybrid-working model with remote working options.
<b>Duration</b>	Permanent
<b>Working hours</b>	Full time, 35 hours a week
<b>Salary</b>	£26,793
<b>Purpose</b>	To generate and maximise income from trusts, foundations and other restricted donor sources
<b>Reporting To</b>	Programme Funding Manager
<b>Start Date</b>	ASAP

### **Main Duties and Responsibilities**

#### **1. Proposal development and grant management (70%)**

- Coordinate, develop and submit high quality and engaging funding concept notes and proposals, ensuring content adheres to donor guidelines.
- Support the Programme Funding Manager with institutional funding proposals including reviewing and editing narratives, logframes and other supporting documents.
- Work closely with teams across the organisation, including UK operations and finance teams and in-country project teams to develop new concept notes and proposals.
- Generate new income in order to expand and develop Tree Aids programme of work.
- Manage a portfolio of grants secured from trusts and foundations including reviewing contracts and preparing donor reports in collaboration with UK operations, finance and country teams.
- Deliver a high standard of donor stewardship, to build and develop rewarding relationships with a range of donors.
- Contribute to other areas of Tree Aids fundraising as appropriate.
- Keep fully informed about Tree Aids programme of work in Africa, specific projects, core costs and strategies to fund these.

#### **2. Planning, research and best practice (20%)**

- Work with the Programme Funding Manager to develop and deliver strategies and plans for trust and foundations fundraising, to grow Tree Aids restricted income.
- Research and identify new and potential trusts and foundation funding opportunities in line with organisational funding priorities, and communicate opportunities to UK and country teams.
- Update funding pipeline tools, keeping an accurate database of opportunities, proposal development, submissions, and donor meetings.
- Keep up to date with fundraising best practise, policy and relevant legislation and ensure these are reflected in Tree Aids fundraising approaches.
- Coordinate the collection and sharing of learning from proposal development processes, helping to ensure this informs project design.

#### **3. Team and cross-organisational working (10%)**

- Participate in cross-team initiatives, particularly those related to fundraising and financial targets.

- Contribute to planning and knowledge sharing.
- Propose and implement process improvements to strengthen Tree Aids ability to grow its restricted income.
- Any other duties as required by the Programme Funding Manager or Director of Operations.

### **Person Specification**

**(Essential = E, Desirable = D)**

#### **Qualifications/knowledge**

- Educated to degree level or equivalent (E)
- Fundraising knowledge and experience, particularly in working with trusts, foundations or institutional donors (E)
- An understanding of international development, project planning and implementation (D)
- Excellent working knowledge of French (D)

#### **Personal qualities**

- A commitment to Tree Aids values (E)
- A confident and excellent networker with ability to engage and develop relationships with external and internal contacts (E)
- Able to work as part of a cross-cultural team particularly with staff for whom English is not their first language (E)
- Solutions focused (E)
- Able to organise and prioritise work and meet deadlines (E)
- Strong attention to detail (E)
- Flexibility and ability to multi-task to ensure deadlines are met (E)

#### **Fundraising**

- Experience of successful fundraising from trusts, foundations or institutional donors (E)
- Excellent writing skills, including experience of writing successful donor proposals and reports (E)
- Experience of donor stewardship (D)

#### **Skills/Knowledge**

- Excellent written skills and the ability to turn complex information into a compelling case for support (E)
- Excellent oral communication, presentation skills and ability to establish relationships at a variety of levels (E)
- Strong numeracy skills and experience reviewing budgets and financial reports (E)
- Strong analytical skills with the ability to synthesis complex information (E)
- Excellent IT skills (word, excel, teams, sharepoint) (E)
- Experience of using a database as a relationship tool (D)
- Experience with Raisers Edge and Salesforce databases (D)
- Experience of producing fundraising/marketing plans (D)
- Familiar with fundraising best practice and legislation including GDPR (D)

