



Candidate Information

Position:	Development Officer (Trusts and Foundations)
School/Department:	Development and Alumni Relations Office
Reference:	22/110232
Closing Date:	Monday 10 October 2022
Salary:	£29,619 - £34,308 per annum
Anticipated Interview Date:	Friday 21 October 2022
Duration:	12 months

JOB PURPOSE:

As Development Officer – Trusts and Foundations you will work with colleagues across Queen's to shape and secure support for engaging and impactful projects from a portfolio of charitable trusts and foundations. We are seeking an individual with the ability to write compelling fundraising applications, proposals and reports. You may not have worked in a fundraising environment before, however if you are a persuasive communicator with exceptional writing skills, and the ability to develop relationships, engage stakeholders and build support, we would be interested to hear from you.

You will be an integral part of our busy development team, working in an energetic environment, using your existing skills and learning new ones, to help us build financial support for projects across Queen's, including student experience, community outreach, widening participation and health.

MAJOR DUTIES:

1. Generate income for University priority projects and other key project areas by securing major gifts (£10k+) from trusts and foundations.
2. Personally lead on writing and submitting high quality and engaging funding applications to prospective donors.
3. Research and manage a portfolio of Trust and Foundation prospects, acting as a key point of contact in the Directorate. To include: setting up grant agreements, making timely and effective claims, gathering information relating to the grant, writing update reports and hosting face to face meetings.
4. Organise cultivation activities for Trust and Foundation prospects including: co-ordinating events, servicing meetings, compiling action lists, developing appropriate timescales to ensure effective planning and ensuring actions are followed up.
5. Build a close working relationship with colleagues across Queen's to develop compelling funding applications to include: creating budgets, agreeing timescales and gathering and interpreting detailed project information. During this process, the post-holder is responsible for ensuring that the funder terms and conditions for grant funding are reviewed, interpreted correctly and communicated to the academic and professional support staff.
6. Ensure effective management and stewardship of trust and foundation income, including working with colleagues to prepare reports, track project spend and ensure funders are acknowledged for their support.
7. Be responsible for the effective maintenance of Trust and Foundation information and documentation, keeping all records up to date on Raiser's Edge database.
8. Plan, review and monitor the Trust and Foundation pipeline, taking into consideration University priorities. Take the lead on identifying new trust and foundation prospects for further review and analysis by the Development Manager, Trusts and Foundations.
9. Stay informed of new developments in Trust and Foundation fundraising, through additional research and engagement in Trust and Foundation networks, keeping the Development Manager and Head of Major Gifts aware of any important changes or information.
10. To carry out any other duties which are appropriate to the post as may be reasonably requested by the Development Manager, Trusts and Foundations or Head of Major Gifts.

ESSENTIAL CRITERIA:

1. A degree or equivalent plus 2 years' relevant experience which includes grant or proposal writing and successfully securing funding and/or experience in grant giving or grant administration.
2. In the absence of relevant qualification, 3 years' relevant experience which includes grant or proposal writing and successfully securing funding and/or experience in grant giving or grant administration.
3. Demonstrable experience of writing compelling proposals or comprehensive reports, for example to trusts and foundations, advisory/management boards, lottery funders, corporates, statutory bodies, or other funders.
4. Computer literacy.
5. Analytic and problem solving skills e.g. ability to interpret reports and understand budgets.
6. Organisational and time management skills with the ability to plan, prioritise and work to deadlines to organise short term activities and events.
7. Excellent oral, written and interpersonal communication skills.
8. Demonstrable ability to build effective relationships at different levels and work as part of a team.
9. Good negotiation skills including the ability to persuade others.
10. Flexible, willing to adapt to new tasks and duties.
11. Confident self-starter with excellent organisational skills, attention to detail, use of initiative and ability to make decisions.

DESIRABLE CRITERIA:

1. 3 years relevant fundraising experience to include 2 years' experience in securing funding from trusts and foundations or other funding bodies, within the higher education or voluntary sector.
2. Demonstrable track record in achieving financial targets.
3. Demonstrable knowledge of trusts and foundations fundraising.
4. Demonstrable knowledge of Raisers Edge or other contact management system.