

## Trusts and Foundations Officer

### Job Description

<b>Role:</b> Trusts and Foundations Officer	<b>Department:</b> Fundraising
<b>Reports to:</b> Fundraising and Development Manager	<b>Salary:</b> £28,000 per annum
<b>Location:</b> The Eric Liddell Community Hub / Hybrid from home	<b>Type of contract:</b> 12 months (Maternity Cover)
<b>Working hours and pattern:</b> 37.5 hours per week, working generally Monday-Friday during normal business hours.	

### About The Eric Liddell Community

The Eric Liddell Community is a local care charity and community hub founded in 1980 in memory of the 1924 Olympic gold medallist, Eric Liddell.

Our vision is a community where no one feels lonely or isolated and we are on a mission to bring people together in their local community, to enhance their health and well-being. We are doing this by: providing a Day Service for people living with dementia alongside a programme of community-based activities for people living with dementia; a programme of well-being activities, courses and classes for unpaid carers, and developing our vibrant community hub, at the heart of Edinburgh.

### About the Job

The Trusts and Foundations Officer is central to The Eric Liddell Community realising our vision, of a community in which no one feels lonely or isolated. We have ambitious fundraising goals to help us achieve this. If you would like to work for a local care charity in a rewarding role where you will really make a difference to people's lives, then join us here at The Eric Liddell Community.

Working closely with the Fundraising and Development Manager, you will lead the development of the Trusts and Foundations income stream, managing some of our key relationships with grant making bodies as well as identifying and developing new relationships with prospective funders. You will play a key role in supporting the Fundraising Team, conducting regular prospect research, helping to develop and grow fundraising income from Trusts, Foundations and grant making bodies and help to shape new initiatives and projects in line with our strategic objectives to assist the long-term sustainability of the Community Hub.

The Fundraising function currently consists of a Fundraising and Development Manager, Trusts and Foundations Manager (part time) and a Community Fundraising Officer, however we have plans to grow our team. The Trusts and Foundations Officer (Maternity Cover) will have no direct line management responsibility.

## Key Duties and Responsibilities

### Prospect Research and Identifying Opportunities

- Undertake thorough and routine prospect research; taking the lead on researching and developing an understanding of their profiles and how and why they would support The Eric Liddell Community
- Maximise the support of current funders, identifying opportunities for them to continue and extend their support of The Eric Liddell Community

### Applications and Pipeline Management

- You will work closely with the Fundraising and Development Manager, wider team, Senior Management Team, Trustees and volunteers to ensure a co-ordinated and consistent approach to all grant fundraising activities
- Help to shape new initiatives and projects in line with our strategic objectives to assist the long-term sustainability of the Community Hub and maximise opportunities associated with The Eric Liddell 100
- Manage a pipeline of funders at different stages - you will, write compelling detailed grant applications for trusts, foundations and statutory funders.
- Manage a monthly and annual timetable for developing, writing and submitting high quality funding applications.
- You will be one of the key contacts for our philanthropic and grant funders. You will account manage the portfolio of funders to the highest standard.
- Develop and maintain a comprehensive knowledge of The Community and its work.
- Responsible for developing accurate budgets for funding bids and working with the Finance and Caring Services teams to ensure grants are correctly allocated and spent within agreed timescales.
- Responsible for developing and submitting detailed, influential evaluation reports to funders, in collaboration with service leads, on work their grant has enabled; ensuring they feel recognised and understand the impact of their donation.
- In collaboration with the Fundraising and Development Manager, develop and implement a grant fundraising strategy.
- Report to the Fundraising and Development Manager and provide updates on progress and developments to the Manager, COO and CEO.
- Contribute to Fundraising Team reporting against key performance indicators as required by the Fundraising and Development Manager.

### Fundraising Administration

- Working in collaboration with the Fundraising and Database Officer, oversee the administration of trust and foundation fundraising; maintaining accurate and up to date grant fundraising records on The Eric Liddell Community database
- Be self-administrating ensuring all donors are thanked in a timely manner
- Maximise income by effecting timely processing of invoices and grant administration.
- Liaise with the finance team to ensure grants have been received and allocated accurately

### Team Working

- Work closely with the Fundraising and Development Manager, Community Fundraising Officer and Senior Management Team to identify and pursue grant and trust opportunities.
- Build strong and effective relationships across The Eric Liddell Community Team.

## Required Knowledge, Skills and Experience

### Essential

- Proven track-record of generating income from trusts, foundations and grant making bodies.
- Demonstrable experience of account management, and managing complex stakeholder relationships to the highest standard.
- Excellent communication and storytelling skills with the ability to effectively summarise complex information with clarity.
- Excellent interpersonal skills and the ability to communicate with a wide range of people internally and externally, by phone and email.
- Excellent research skills; the ability to identify trusts, foundations, statutory funders
- Strong financial acumen, with experience of developing accurate budgets -
- First class copywriting skills, attention to detail and proofing skills.
- Proactive, self-motivated and organised; comfortable working independently, managing multiple priorities and achieving success within a target driven environment.
- A motivated and strong team player, with a positive attitude
- Excellent IT skills including MS Office and CRM systems e.g. eTapestry.
- A relevant degree, professional qualification or equivalent experience.
- A keen interest in and understanding of The Eric Liddell Community and a passionate belief in our vision and mission

### Desirable

- Broad knowledge of the care funding landscape in the UK including major institutions and philanthropic funders
- Member of the Institute of Fundraising

## Terms and Conditions

The Key Responsibilities, Required Knowledge Skills and Experience reflect the requirements of the job at the time of issue. The Eric Liddell Community reserves the right to amend these with appropriate consultation and/or request of the post-holder to undertake activities believed to be reasonable within the scope of the job or abilities.

Salary: £28,000

Working Hours: 37.5 hours per week

Annual leave entitlement: 6 weeks inclusive of public holidays

Notice period: 1 month

Probation period: 3 months

### Other benefits:

40% off food at our Community Hub Café, Café Connect

Edinburgh Leisure Community Access Programme Card

Company contributory pension scheme

Death in service cover

Occupational sick pay