

### **Job Description**

**Job Title:** Trusts & Foundation Officer **Grade:** C  
(One year fixed term)

**Department:** Development **Salary:** £34,300

**Line Manager:** Trusts and Foundation Manager

*The job description is an operational document that does not form part of the contract of employment.*

*It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.*

*St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

### **Purpose of the Job**

To build, manage and develop relationships with a significant number of medium and small sized charitable trusts with a potential interest in St Paul's work, including lapsed donors.

To secure and steward a significant level of income from medium and small charitable trusts (£200,000 during the one year fixed term contract), in grants and pledges, through compelling and high quality funding applications.

### **Main Duties**

- Develop and implement a new Medium & Small Trust Programme and Operational Plan.
- Work with colleagues to build, write and submit project proposals with persuasive and compelling narratives for funders, as part of the overall fundraising strategy.
- Submit a high number of creative and targeted approaches and grant applications of £10,000 to £50,000 for priority Cathedral projects.

- Engage with new prospects and active donors and reconnect with the significant pool of historic lapsed medium and small trust donors, to maintain, grow and/or revive their support for the Cathedral. Plan and deliver donor visits, events and meetings.
- Utilise networks and research tools to ensure a robust pipeline of prospects and identify new opportunities.
- Deliver the highest standard of donor and prospect management, including timely reporting and stewardship.
- Maintain accurate financial records, funding status reports, targets and plans for all managed funds.
- Ensure all gifts and grants are appropriately acknowledged and recognised and provide accurate, timely and informative monitoring reports and updates for donors and funders.
- Act as an ambassador for the Cathedral and the Development Team.
- Develop productive and supportive working relationships with colleagues across the Cathedral.

### **Person Specification**

#### Essential:

- Educated to degree level with excellent analytical thinking and problem solving skills
- High level writing skills and the ability to condense complex information into accessible and compelling proposals, and an excellent attention to detail
- Successful experience of project planning, budget setting and monitoring
- Knowledge of the trust funding landscape and wider fundraising industry
- Demonstrable success in applying for and securing grants
- A track-record of excellent relationship management with funders
- Ambitious, self-motivated, proactive with the demonstrable ability of working on own initiative, meeting tight deadlines and achieving objectives
- Excellent presentation and interpersonal skills and the ability to communicate confidently and persuasively and build strong relationships internally and externally
- Strong organisational skills with a systematic approach to fundraising and experience of using of research mechanisms and information management systems
- Effective teamworking skills with the ability to engage others and work collaboratively and diplomatically with a range of stakeholders
- Ability and drive to think creatively and positively and to seize new opportunities.
- Resilience and a positive, can-do attitude
- Proven ability to work in a complex organisation
- An appreciation of the value of ecclesiastical heritage

#### Desirable:

- Previous experience of working in the ecclesiastical or cultural sector
- Previous experience of working within fundraising in a large, complex organisation