

TRUSTS AND FOUNDATIONS OFFICER

Purpose of Role: To lead on, research, identify and apply to trusts and foundations and other grant-making bodies with timely, factual, well-written and compelling funding applications and to co-ordinate the writing of reports for funders.

Main Duties and Responsibilities:

1. Maintain and build on our programme of applications for funding from Trusts and Foundations and other corporations, matching funding criteria to the work and projects of Playlist for Life and identifying relevant and timely projects best suited to each funder.
2. Identify new Trusts and Foundations and other opportunities for funding, conducting detailed research from public sources to optimise approaches.
3. Prepare and submit detailed, relevant, and compelling applications for funding from grant making trusts and foundations.
4. Work with Business Manager to co-ordinate and manage the trusts and foundations, with appropriate and timely thanking and reporting.
5. Write timely funding reports and to co-ordinate with staff across Playlist for Life to ensure they provide data, evidence, and case studies as appropriate.
6. Work closely with the Senior Leadership Team to identify relevant projects and activities for funding.
7. Work alongside communications colleagues to optimise applications and reports for funders
8. Be responsible for keeping accurate and up-to-date database records of all grant making trusts.
9. Be responsible for keeping accurate records of all funding outcomes, outputs, and targets agreed with funders, and work with staff across the charity to ensure that data is gathered to measure these.
10. Support the wider team in analysing performance against agreed key performance indicators for charitable trust income.
11. Ensure that Playlist for Life's fundraising function complies with all current fundraising regulation and guidance (Code of Fundraising Practice, OSCR guidance) and GDPR and Data Protection Act.
12. Compile and provide reports and data for the Senior Leadership Team as required.
13. Work with the Business Manager on projected income and expenditure in line with planned activities
14. Build and develop relationships with Trust administrators through written and face to face communications with support from the communications team.
15. Participate in meetings and training courses/seminars as and when required.
16. Undertake other duties as may reasonably be required by the Senior Leadership Team and support on some donor and corporate work from time to time.

Experience and skills requirements	Essential	Desirable
Proven experience of Trusts and Foundations fundraising	✓	
Excellent written communication skills, with the ability to compose carefully crafted and persuasive correspondence	✓	
Demonstrably excellent analytical skills, with the ability to understand what information funders are seeking in applications and to shape responses accordingly	✓	
Demonstrably strong research skills and the ability to identify and capitalise on leads.	✓	
Excellent interpersonal and networking skills with the ability to relate to people at all levels of seniority	✓	
IT literate, with experience of using Microsoft Office.	✓	
Experience of using a CRM database including data entry and undertaking data analysis	✓	
Experience of using Salesforce		✓
Personal or professional knowledge or experience of dementia and the health sector		✓
Understanding of the Code of Fundraising Practice		✓
Understanding of GDPR and the Data Protection Act		✓
Experience of diversifying income streams through other funding opportunities such as Corporate, Legacy or Events fundraising		✓

Personal characteristics	Essential	Desirable
Passionate about making a difference and helping others	✓	
A driven, self-starter who is motivated to meet and exceed targets	✓	

Highly organised with the ability to manage a wide range of projects, prioritise own workload and meet deadlines for applications and applications	✓	
Ability to work alone or as part of a team	✓	
Understanding of and commitment to the work of Playlist for Life	✓	
Empathy for the needs of people with dementia	✓	
Willing and able to work occasional evening and weekends to support key work commitments	✓	