

<b>Job title:</b> Trusts and Foundations Fundraiser	<b>Responsible to:</b> Director of Fundraising	
<b>Location:</b> Hybrid Working (Office based in Portsmouth)	<b>Contract:</b> Permanent	<b>Hours of Work:</b> 17.5 hours per week, Monday to Wednesday

**About the Royal Navy & Royal Marines Charity**

RNRMC is the Navy's principal charity which exists to support every sailor, marine and their families, for life. We do this by offering grants to and working with other organisations to deliver programmes that meet the needs of our beneficiaries. We work hard, engaging with supporters to help raise awareness and funds to deliver the outcomes required for today and tomorrow.

**Role**

Working within the Fundraising team, the Trusts and Foundations Fundraiser is responsible for income generation from Trusts, Foundations and Major Donors, utilising Charity fundraising experience to create compelling applications for funding to help the Charity deliver it's seven commissioned programmes. Working closely with the Head of Commissioned Grants, the Trusts and Foundations Fundraiser will deliver a pipeline of potential funding opportunities, presenting these at committee meetings.

The position offers hybrid working, with the role holder requested to attend pre-arranged internal meetings in Portsmouth.

**Job Summary**

The postholder will have relevant charity fundraising experience with exceptional writing skills and will use good stewardship and planning to research and engage with Trusts and Foundations, growing sustainable income for the Royal Navy and Royal Marines Charity. You will be a confident self-starter, able to adapt and prioritise workloads as opportunities arise, and understand the importance of confidentiality. You will possess excellent interpersonal and communication skills, with the ability to successfully demonstrate attention to detail and accuracy in your administration.

The role holder must have at least 12 months experience of securing income from Trusts and Foundations, be a real team player, and be able to deliver projects on time. You will also possess good organisational skills, be reliable and proactive within the position.

**Responsibilities and Duties**

The key responsibilities of the Trusts and Foundations Fundraiser are:

**Trusts and Foundations**

- Identify and maximise opportunities to raise unrestricted and restricted funds from trusts, foundations and other funding bodies. In particular, the Armed Forces Covenant Trust and Military funders.
- Develop and maintain a clear understanding of the Grants & Commissioning team's funding priorities.
- Plan, prepare and write compelling applications to access grants of all sizes.

- Build effective relationships with trusts, foundations and other funding bodies, securing long-term funding and support for our beneficiaries.
- Manage a portfolio of existing and prospective trusts and foundations.
- Research and maintain an ongoing pipeline of prospects.
- Achieve income targets that support our seven commissioned programmes.
- Ensure grant monitoring and reporting is completed to standard, keeping accurate, relevant, and timely records.
- Create inspiring reports and updates for donors that bring to life the impact of their support.
- Meet regular deadlines and manage your own workload.
- Present at the CDFC Committee with progress, results, and income in a structured timely manner.

**Financial management and reporting**

- Develop a credible budget and income projections which can be justified.
- Effectively manage the Trusts and Foundations fundraising budgets, forecasting as necessary.
- Review and report on progress to ensure activities are run within budgeted expenditure and maximise income.

**General**

- To play an active role within the Team, working effectively with colleagues to achieve objectives.
- To work closely with the Grants Department to facilitate a better understanding of the needs of our beneficiaries and the impact of our work, supporting increased income generation.
- To act in accordance with the Charity's GDPR Policy to ensure data remains confidential and is used appropriately.
- Understanding of Charity Law and all other legislation relating to fundraising and income generation.
- To represent the organisation to appropriate donors, partners and networks to secure and/or maintain support.
- To support the Department with fundraising support as required.
- Undertake such other duties and responsibilities as are appropriate to this level of post and in the functioning of the Fundraising department.

**Person Specification**

	Essential	Desirable
<b>Education</b>		
Minimum of 5 GCSEs including Maths and English or equivalent.	✓	
<b>Experience</b>		
At least 12 months experience of securing income from Trusts and Foundations.	✓	
Proven competence in electronic information management.	✓	
Understanding and empathy for the Royal Navy, Royal Marines and Charity Sector.		✓
<b>Knowledge</b>		
Computer literate; proficient in using Microsoft Outlook 365 suite of tools: TEAMS, Word, PowerPoint, Excel.	✓	
Experience in using Blackbaud Raisers Edge software and database applications.		✓

Knowledge of the Charity or military sector.		✓
<b>Skills/ Aptitudes</b>		
Enjoys working with people.	✓	
High level of written and spoken communication and interpersonal skills.	✓	
Able to respect the importance of confidentiality.	✓	
Patient, tactful, diplomatic and approachable.	✓	
Be able to deal with people in stressful or upsetting situations.	✓	
Able to streamline and improve operational processes, develop plans and policies.	✓	
Flexibility and adaptability to prioritise and juggle a range of different tasks and to meet deadlines.	✓	
Confident in gathering facts and statistics and making financial calculations.	✓	
Proven ability to take responsibility for tasks and use initiative.	✓	
Ability to work both on own and as part of a wider team.	✓	
Exceptional organisational skills.	✓	
Show dedication to completing tasks, with minimal supervision and direction.	✓	
Be able to work accurately with good attention to detail.	✓	
Possess appropriate right to work in the UK. This role requires a DBS and basic security checks.	✓	