



**ST VINCENT DE PAUL SOCIETY
(England & Wales)**

Job Description

Job Title: Trusts Relationship Officer

Reports to: Head of Fundraising, Communications and Marketing

Department: Fundraising, Communications and Marketing

Salary: £24,000 - £26,000 +pension (dependent on experience)

Location: London

Hours: 37.5 hours per week

Holidays: 25 days annually plus bank and statutory holidays

Primary objectives: To raise funds for the Society's work through building and maintaining relationships with trusts, foundations and similar funding bodies

Account management

- Manage relationships with a portfolio of existing trusts, foundations and other funders, including several high value, long-term funders
- Work closely with the Head of Fundraising, Communications and Marketing to develop innovative and persuasive proposals aimed at extending the support of existing partners
- Maintain a comprehensive schedule of updates and reports for funders
- Build good working relationships with trustees and key staff of trusts and foundations
- Develop effective and creative stewardship plans to maintain the on-going support of existing funders
- Advise on who should act as contact point for each funder

Romero House, 55 Westminster Bridge Road, London SE1 7JB

Telephone 020 7703 3030 E-mail info@svp.org.uk **Web** www.svp.org.uk

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- Prepare and submit reports and updates on projects and the use of funds in accordance with our partners' needs and grant agreements
- Ensure funding partners are recognised appropriately by the Society and in accordance with their expressed preferences

New relationships

- Research and identify new funders and assess their potential to support the Society's work
- Undertake systematic and detailed research to establish potential links between SVP leaders and trustees of trusts and foundations
- Develop cultivation and stewardship pathways for potential funders including arranging site visits and delivering presentations to secure their support
- Prepare and submit high quality funding proposals and budgets in accordance with timetables and application criteria
- Maintain accurate records, analysis and reporting of new business secured

Strategic responsibilities

- Contribute to the development of the Society's trusts and foundations fundraising strategy and budget setting
- Advise and support SVP operational centres with their trusts and foundations fundraising strategy, ensuring applications are well coordinated
- Develop and deliver training for SVP staff and members in building relationships with trusts and foundations and similar funders
- Advise colleagues on opportunities for public communications regarding our relationships with funding partners
- Keep up to date with changes, trends and good practice in this area of fundraising

Administration and reports

- Establish and maintain a comprehensive schedule of the Society's funding needs
- Compile regular activity reports on work undertaken and future objectives to feed into management and board reports
- Develop relationships with other members of SVP staff and our various community projects across England and Wales
- Work closely with SVP project staff and voluntary leaders on the drafting and submission of funding applications and reports

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- Maintain donor records in digital and hard copy format as appropriate, ensuring all records are accurate and up to date
- Work closely with colleagues in the Fundraising, Communications and Marketing team to ensure communications and reports reflect the Society's values and brand
- Represent the Society at external events such as forums, training events and seminars and to act as its ambassador on occasion
- Supervise fundraising volunteers as required
- Attend and participate in team meetings and other meetings as required

The above list is not exhaustive and other duties relevant to the post may be required from time to time. Variation may also occur to the duties, responsibilities and place of work at the request of your line manager without changing the general character of the post.

Person Specification

It is **essential** that the post holder has the following education and skills:

- Educated to degree standard or equivalent
- Excellent written and verbal communications skills with good copy writing and proof reading ability
- Research skills, with experience of identifying new business leads
- Effective interpersonal skills
- Excellent IT skills, particularly MS Office

Experience

- A minimum of 2 years' experience of working in the Voluntary sector or a related field
- Experience of analysing and presenting budgets and project finance models
- Experience of forming productive working relations with people at all levels
- Experience of proposal writing combined with the ability to demonstrate clear outcomes and impact

Attitudes

- Disciplined and organised, with attention to detail

- Ability to work on own initiative and to meet objectives and tight deadlines under pressure
- Positive and flexible
- Good team worker
- Empathy with the Christian aims and purposes of the Society and able to value people of all faiths and none.

It is desirable that the post holder has the following:

- Knowledge of the SVP and its work
- Experience of working with data to agreed standards and best practice, particularly with regard to GDPR