Reports to: Head of Development

Direct Reports: None

Salary: £23,000 -£27,000 per annum

Working Hours: 35 per week

Location: 28 Commercial Street, London E1 / 52 Old castle street, London E1 7AJ

Job Purpose:

We are looking for a proactive Trusts and Grants Officer to join a dynamic development team enabling vital work combatting the causes and impacts of poverty for people and communities. The role will lead on the creation and delivery of campaigns for new flagship projects targeting the needs of local young people and inspiring the next generation of social activists.

**Toynbee Hall**

Toynbee Hall is an innovative social welfare charity that has been working on the frontline against poverty since 1884. We give some of the UK’s most deprived communities a voice, providing advice and support to up to 14,000 people each year and working with our communities to:

* improve financial health and capability
* challenge injustice
* improve wellbeing, opportunities and social networks
* build a strong local community that helps people move beyond crises and create a more sustainable future

**The role**

We are looking for a talented and dynamic Trusts and Grants Officer to build and manage relationships with trusts and foundations to deliver the best possible outcomes for people trapped in a cycle of poverty.

The role will be focussed on:

1. Identifying and developing new relationships to fund a broad range of charitable services. This will be primarily for new flagship projects developing aspirations and community engagement for local young people, with other opportunities to work on social welfare, debt and legal advice, community heritage and learning
2. Stewarding and building on existing relationships worth up to £1.7m in support of our capital appeal and London-wide financial education programme

The successful applicant will be supported to experience a broad range of fundraising activities and develop skills in creating compelling cases for support, stewarding funding relationships and collaborating with project delivery teams.

The role is a key part of a dynamic and supportive fundraising and communications team of six, who are responsible for everything from the charity’s mutually beneficial corporate partnerships to large-scale grant funded projects. This is an exciting time to join the team; we are building up to launching our newly redeveloped site as a place to inspire future change, respond to emerging need and act as a catalyst to tackling inequality. In a time of spiralling living costs, increasing gentrification and loss of state support, this is needed more than ever.

Responsibilities and Accountabilities:

**Engaging funders with a compelling case for supporting our impact on the communities that we work with**

* Create and maintain a schedule of approaches to new, lapsed and existing funders; developing, writing and delivering creative and engaging proposals in line with the objectives and criteria of each funder
* Work with Head of Development and service teams to develop a case for support for Toynbee Hall’s services in line with funder objectives
* Communicate with funders’ staff and trustees in order to develop appropriate engagement strategies and applications

**Identifying funding opportunities to ensure that our charity broadens awareness of and funding for our vital work**

* Identify and research a wide-ranging pipeline of funders with shared objectives to our organisation to ensure mutually beneficial approaches
* Maintain a broad knowledge of the organisation’s funding needs and opportunities to optimise fundraising from trusts and corporate foundations

**Developing strong relationships with funders**

* Develop and maintain stewardship plans to keep all funders engaged with the impact of their support, including managing visits
* Report to key funders on progress and expenditure
* Working with delivery and management staff to ensure that funder objectives and monitoring requirements are met
* Maintain accurate records and information about funders on Raiser’s Edge and in communication with the finance team

**Strategic**

* Plan and deliver individual fundraising projects; developing new fundraising ideas and engaging internal and external stakeholders to deliver them
* Work with Head of Development to report and forecast progress against established targets for income, research and relationship development
* Stay informed of developments and trends in fundraising by monitoring sector news and networking with appropriate organisations

**Team responsibility**

* Attend fundraising meetings to collaborate towards shared objectives
* Develop and maintain mutually supportive internal relationships with project teams, finance, monitoring and senior management
* Work in line with the Institute of Fundraising’s Code of Practice and fulfil any additional legal requirements related to this function of fundraising
* Work flexibly in regard to the responsibilities of the post

Key Knowledge and Skills:

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| **Requirement** | **Essential** | **Desirable** |
| Experience | * Experience of written communication to deadlines. * Experience of managing or developing relationships | * Fundraising, communications or marketing experience or qualification |
| Skills | * Excellent written and verbal communication skills; able to articulate complex information into simple and compelling messages. * Good interpersonal skills, able to work with people at all levels. * Good numeracy skills and comfortable working with data and budgets. * Excellent attention to detail. * Highly organised; able to prioritise own workload and act on own initiative. * Creativity and good problem solving skills. * Computer literate, including MS Office and working online. | * Experience of writing funding applications. * Experience of working with databases. |
| Knowledge, understanding & awareness | * Understanding of the importance of funding relationships in the charitable sector. | * Knowledge and understanding of disadvantaged communities. * Knowledge of and interest in history of social policy and social reform. * Knowledge and understanding of capital development projects and risks. |
| Personal attributes | * Enthusiastic and willing to take on a challenge. * Desire for a career in fundraising or the voluntary sector. * Interested in the work of Toynbee Hall. * Team player and proactive attitude. * Quick to learn and keen to advance own development and skills. |  |

**Learning and Development**

Toynbee Hall provides induction and project training. We support the development of relevant skills through qualifications and other learning and development opportunities. All employees receive regular support and supervision to facilitate their learning and development.

**Volunteers**

Volunteers are at the heart of Toynbee Hall’s work. All Toynbee Hall staff will be expected to support the volunteering ethos and to work alongside the volunteer team to promote and facilitate the involvement of volunteers wherever appropriate. All full time staff also get two volunteering days per year.

**Location and Working Hours**

This post is office based at Toynbee Hall, 52 Old Castle Street, London E1 7AJ until summer 2019, after which the organisation will return to its site at Toynbee Hall, 28 Commercial Street, London E1 6LS. Toynbee Hall is supportive of occasional home working and flexible hours to accommodate individual needs