

## **Trust and Foundation Officer - External Relations - Grade F**

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### Job Description

#### **Purpose**

This post will have responsibility for leading and developing a portfolio of trust and foundations, writing high quality funding proposals, and securing major gifts (£50,000+) from trusts and foundations.

#### **Duties**

1. To be responsible for identifying Trusts and Foundations that UCLan is eligible to apply to and matching these opportunities to strategically important projects.
2. Deliver an ambitious level of annual income, in accordance with the University's vision and strategic goals. Meet KPIs in relation to activity i.e., generating and submitting an agreed annual level of bids - in respect of value and volume.
3. You will build relationships with and have responsibility for a small pool of charitable trusts to which you will submit applications for funding for key projects, including PhD programmes and student support.
4. You will be the team specialist on fundraising from philanthropic trusts and foundations. You will be the main point of contact for queries from internal colleagues, students and from the funders.
5. You will discover and disseminate information regarding opportunities for philanthropic funding from trusts and foundations.
6. Bids are to be in the region of £50k-100k, appropriate to the scale of project. In some cases, bids will be for sole funding and in others, to be one of a number of funders, and so agility in terms of managing the timescale, workload and expectations of those involved will be critical to success.

### Person Specification

#### **Knowledge, Skills, and Behaviours (Essential)**

- Prior experience of writing successful bids to trusts and foundations (Application/Interview).
- Experience of working in fundraising, either in a university or the charity sector, and an awareness of trusts and foundations fundraising as a discipline (Application/Interview).
- Educated to degree level, or equivalent by experience (Application).
- Must be self-motivated to work independently while being an integral part of the team (Application/Interview).
- Ability to interpret academic projects and describe them and their impact in terms that a non-specialist can understand (Application/Interview).
- Working with and through others to achieve success (Application/Interview).
- Excellent interpersonal communication skills (Application/Interview).

- Ability to build positive lasting relationships with funders and colleagues working on relevant projects (Application/Interview).
- Resourceful, problem solving, and solutions focused (Application/Interview).
- High standard of written and oral communication (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Competent level of financial acumen and numeracy to fulfil gift management tasks (Application/Interview).
- Sets and achieves high standards (Application/Interview).
- Ability to communicate a compelling case, primarily in written form (Application/Interview).