

Job description

Philanthropy Officer (Trusts and Foundations)

Reporting to:	Philanthropy Manager
Salary:	£28,000 (inclusive of London weighting). Contributory pension scheme
Location:	Hybrid. Flexible location with the need to travel into our London hub once a week (Unit 202, Edinburgh House, 170 Kennington Lane, London, SE11 5DP)
Holiday entitlement:	25 days plus three discretionary days between Christmas and New Year and statutory holidays
Terms and conditions:	Full time, 35 hours a week and permanent. The post-holder may be required to work some evenings and weekends. Time off in lieu will be given in line with the charity's policy.

About Bowel Cancer UK

Bowel Cancer UK is the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

We employ around 45 staff based in England, Scotland, Wales and Northern Ireland.

Job summary

The Philanthropy Officer post sits within the Partnerships and Philanthropy Team which includes the Head of Partnerships and Philanthropy, Senior Corporate Partnerships Executive, Philanthropy Manager and Senior Philanthropy Officer.

As Philanthropy Officer you'll proactively secure income from trusts and foundations and manage existing funder relationships effectively. You'll play a pivotal role in helping us grow our income and ensure we can continue to meet the needs of people affected by bowel cancer.

Main duties and responsibilities

Income generation

- Manage a portfolio of new and current trust relationships
- Generate income by writing bespoke applications to a portfolio of trust funders
- Lead on delivering small trust mailings throughout the year
- Work with the Philanthropy Manager and Senior Philanthropy Officer to develop compelling funding proposals and reports

Stewardship

- Provide good stewardship to both new and current funders through updates, reports, telephone, email and face to face communication
- Build and maintain strong relationships with funders in order to secure grants and increase the gift size

Prospect research

- Develop and maintain a good understanding of bowel cancer and the charity's work
- Use research tools to identify new trust prospects and research existing trust supporters
- Keep accurate records of trust prospects on Raiser's Edge

Team working

- Work closely with the Partnerships and Philanthropy team to develop efficient and effective working methods and processes
- Work collaboratively across the organisation to generate income for specific projects and services, and create a positive working culture
- Contribute to update reports and presentations for the Director of Fundraising and wider organisation to showcase our work
- Play an active role in the wider Fundraising team to identify opportunities for cross-team working and support in other fundraising activities

Administration

- Create and maintain accurate, up to date records on Raiser's Edge database

- Provide general administrative support across the Partnerships and Philanthropy team, including putting together reports and developing processes
- Ensure donations are coded and recorded accurately and keep on top of donation restrictions

Person specification

Experience and qualifications

- Experience gained in a trust fundraising role is desirable
- Experience of contributing to team income targets and delivering against agreed implementation plans is desirable

Knowledge, skills and abilities

- Excellent IT skills and confident using Microsoft Office applications including Excel, Word, Outlook and PowerPoint
- Excellent written skills with the ability to produce compelling communications are essential
- Excellent interpersonal skills with the ability to communicate clearly, persuasively, and confidently in person, over the phone and in writing
- Competent using Raiser's Edge or a similar funding database
- Proven ability to proactively manage and develop supporter relationships

Personal qualities

- Proven time management skills, excellent attention to detail and the ability to work collaboratively
- Excellent team player who shows initiative
- Motivated and proactive, with the ability to empathise and relate to people at all levels
- Understanding of and commitment to the charity's aims and objectives
- A commitment to equal opportunities and anti-discriminatory practice