

## Job Description

<b>Job Title:</b>	Trusts and Foundations Officer
<b>Reporting to:</b>	Fundraising and Business Manager
<b>Job Purpose:</b>	As the Trusts and Foundations Officer you will lead on the development of Trusts, Foundations and support Institutional Donor and Corporate fundraising when necessary, in order to achieve agreed income targets
<b>Hours:</b>	16 hours per week (spread over 2-5 days per week with flexibility over whether full days or part-time days are worked)
<b>Salary Range:</b>	£23,000-£28,000 depending on experience (pro rata)
<b>Contract:</b>	Initial 6 Month Fixed Term Contract (with a view to extending subject to successful funding)
<b>Base:</b>	Maternity Worldwide office in Brighton. Travel to occasional evening meetings in London or Brighton is required as part of your employment with Maternity Worldwide as is occasional attendance at events and networking opportunities elsewhere in the UK

## Background and Structure

Maternity Worldwide (MW) is a Brighton-based international NGO dedicated to saving lives in childbirth in low-income countries.

Maternity Worldwide is a growing organisation with a core team of staff and volunteers. The charity was started in 2002 and has grown both in income and in the size of programmes and number of women we are helping; we currently have 3 integrated maternal health programmes in Africa. You can read more about the organisation, our work and the issues around maternal mortality on our website [www.maternityworldwide.org](http://www.maternityworldwide.org).

This is an exciting time to join MW as we go through a period of growth and expansion. Since this is a recently created role you will have the chance to make an immediate impact on a number of life-saving projects with the opportunity to develop and progress within the role.

As the Trusts and Foundations Officer you will work closely with the Fundraising and Business Manager and Programme Support Officer based in the office. You will be responsible for leading on Trusts and Foundations applications and supporting Institutional Donor and Corporate fundraising in order to achieve ambitious agreed targets. You will be a member of the Fundraising and Marketing Sub-Group which meets quarterly in London or Brighton in the evening and is formed of MW Board members and volunteers.

You will be passionate around international development, results orientated and focussed on successfully obtaining funding to allow us to save more lives in childbirth.

This role will suit a self-motivated Trusts or Relationship Fundraiser, or somebody with equivalent skills in another context ideally with a passion for international development and someone who is keen to join a small dedicated team.

## **Role Description**

To include, but not limited to;

### **1. Fundraising**

- a) To lead on and implement Maternity Worldwide's rolling programme of applications to Trusts and Foundations, support Institutional and Corporate fundraising and other funds (such as appeals) in line with the charity's objectives and agreed funding targets.
- b) To lead on the identification of new sources of funding including new Foundations and Trusts, Institutional Donors, Corporate fundraising and other sources of restricted funding and work with the Programme Support Officer to prioritise and decide which programmes suit which funders.
- c) Develop and implement strong cultivation and solicitation plans for trusts and other donors to generate significant income from the portfolio.
- d) With input from the Programme Support Officer, you will develop compelling cases for support and produce tailor written funding applications/proposals/concept notes. This includes developing budgets, log frames and theory of change in accordance with funder guidelines.
- e) To maintain and develop the existing Trust and Foundation database. Manage a system for maintaining all contacts, information and deadlines for each grant award and new fundraising opportunities.
- f) To liaise closely with the Programme Support Officer and Fundraising and Business Manager to elicit their input and comments for donor proposals.
- g) To maintain complex funding budgets to keep track on funding gaps and pending applications.
- h) Support the development of annual operational and programme plans and budgets with agreed targets and to monitor, evaluate and report against them as required.
- i) Work closely with the Programme Support Officer and Country Leads to ensure understanding of any implications, risks and opportunities of funding applications/awards if applicable.
- j) Remain abreast of donor trends in line with global development goals and share knowledge as appropriate across the organisation.
- k) To work in collaboration with the Fundraising and Marketing Sub-Group to review and revise strategy, where necessary, to maximise income generation and optimise delivery against Maternity Worldwide's objectives.
- l) To lead on reporting to donors with input from The Programme Support Officer when required including keeping a log of when reports are due and ensuring the team are aware of reporting deadlines.

### **2. Partnership Development and Relationship Building**

- a) To develop relationships with Trustees, Volunteers, other relevant Maternity Worldwide supporters, and colleagues in the UK and overseas in order to involve them appropriately in our fundraising programme and develop peer-to-peer approaches.
- b) Develop new relationships and contacts providing new income opportunities and strengthening existing relationships through attendance of events and meetings representing MW when required.
- c) Represent Maternity Worldwide at networks and forums relevant to institutional funding and funders when required.

## Deliverables

To grow funding from Foundations, Trusts and Institutional Donors, meeting agreed targets by:

- Researching and building relationships with prospective new Trusts, Foundations, Institutional Donors and Corporates, maintaining a database to reflect this.
- Submitting high-quality funding applications (in sufficient numbers to allow for the likely success rate of funding).

## Person Specification

E = Essential D = Desirable

### Qualifications

D	Degree level education
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### Experience

E	Successful record of Trusts, Foundations and/or Institutional and/or Corporate fundraising as the lead writer (or equivalent proposal writing experience in another context)
E	Demonstrable experience of producing clear and timely written communications to a high standard with strong attention to detail
E	Excellent general administrative skills and previous office experience
D	Reporting to donors
D	Worked on projects delivered in low-income countries
D	Experience of work in maternal health or international development

### Skills

E	Written and verbal communications which engender confidence and inspire donors / beneficiaries / managers and staff across the organisation.
E	Strong project management skills including budgeting
E	Computer literate – able to confidently use Word, Excel and Outlook
E	High level written and verbal communication skills
E	Can understand, collate and interpret monitoring and evaluation data to write compelling reports for donors

## Qualities

E	Highly organised
E	Strong interpersonal skills; ability to develop good relationships internally and externally with stakeholders and potential donors
E	Effectively manages own time, and anticipates outcomes of activities using initiative to keep these activities on course
E	Willing and able to adapt priorities in order to respond to changing demands both for your own workload and priorities of the charity as a whole to meet deadlines
E	Works well under pressure to meet competing deadlines
E	Able to successfully integrate as part of a small team by being flexible, adaptive and aware of competing demands for other team members
E	Ability to professionally represent Maternity Worldwide at external events and networks
E	Commitment to equal opportunities including gender equality
D	Is able to travel abroad for work on occasion if required

This role requires someone who is exceptionally organised with a flexible working style, able to use their own initiative, and excellent written skills to lead on the Trusts, Foundations and support Institutional and Corporate fundraising in a small, fast paced, high performing environment.

## To Apply

Please send an up-to-date CV containing your employment and education information along with a comprehensive cover letter detailing the following 4 sections;

- Your relevant skills and experience for the role
- How you meet each element of the person specification
- Why you want to work for Maternity Worldwide
- How the part-time role would fit in with your current commitments

Please ensure your cover letter comprehensively addresses each of the points above.

Maternity Worldwide is an equal opportunities employer. Please also complete and submit an equal opportunities form with your application (available to download from our website), these will be read separately from your application and remain anonymous.

Completed CVs and cover letters are to be emailed to [vacancies@maternityworldwide.org](mailto:vacancies@maternityworldwide.org) to arrive before the deadline.

**Closing Date:** Wednesday 8<sup>th</sup> March by midnight

**Expected Interview Date:** w/c 13<sup>th</sup> March

Should you wish to discuss this role or if you have any questions please contact Kirsty Erridge on 01273 234033 or email [vacancies@maternityworldwide.org](mailto:vacancies@maternityworldwide.org).