



Job Description

Trusts and Foundations Executive

- Post Title:** Trusts and Foundations Executive
- Reports to:** Director of Strategic Partnerships
- Current Location:** The HFHGB office in Slough, with some international travel
- Background:** The vision of Habitat for Humanity is a world where everyone has a safe and decent place to live. Habitat for Humanity Great Britain (HFHGB) www.habitatforhumanity.org.uk is part of the international Habitat for Humanity network that strives to eliminate poverty housing from the face of the earth, ensuring that every child and every human being has a safe, healthy and decent place to lay down their head at night. Habitat for Humanity has a range of interventions to achieve this goal; housing microfinance for repairs, additions and renovations, advocacy especially for secure land tenure and housing rights, 100% subsidised housing for orphans and vulnerable groups, disaster response, water and sanitation.....
- Job summary:** Our vision is enormous. We are looking for someone with enthusiasm, drive and motivation to achieve growth in corporate, major donor and foundation fundraising. You will have a personal fundraising target, as well as support the other members of the team achieve their targets through the provision of quality proposals.
- Flexibility:** Habitat for Humanity Great Britain is a small charity that is seeking to rapidly expand its activities and impact to fight poverty across the world. This means that the organisation must be adaptable and have an ambitious, dynamic and flexible staff team. It is a requirement of the post holder to be flexible in terms of location (within reason), line management, and duties and responsibilities. Your statutory rights are not impinged by this flexibility clause
- Purpose:** To fight poverty by raising funds (directly and indirectly) to enable everyone to have a safe and decent place to live. You will help to establish HFHGB as a top 100 charity over the next 5 years, focussed on the international need, with a balanced range of income streams, enabling the charity to have even greater impact.

Main Duties and Responsibilities

1. Resource Mobilisation

- Support the development of a donor recruitment and cultivation strategy;
- Seek out and act on opportunities to form and develop donor relationships ensuring a strong and high quality pipeline of proposals/applications;
- Ensure that the pipeline is in line with current HFHGB programme priorities;
- Liaise with HFHGB Programme, Country Office and Area Office staff in developing the pipeline;
- Ensure that all solicitations are delivered in a timely fashion and that the RE database is maintained as a means of managing such bids; and
- Raise an agreed target from Foundations, organisations and institutions.

2. Donor Research:

- Research new and existing donors to identify potential and inform the best approach;
- Tailor communication to the needs and wishes of the donor to strengthen the relationship and maximise their support;
- Proactively seek ways to strengthen donor relationships through meetings and phone calls, while always responding to their requests;
- Work with the Strategic Partnerships team, the Programme team and other European fundraising colleagues to secure matched funding as required;
- Support the Partnerships team to ensure that there is a full understanding of the requirements, restrictions, flexibility and opportunities of key donors and that these are adhered to and utilised at the proposal development stage;
- Provide detailed briefings to other team members in preparation for key meetings; and
- Develop proposal development tools and donor guidelines, proactively working across the team to improve the quality of tools and ways of working with the field.

3. Pipeline Administration:

- Use Raisers Edge to manage donor relationships and ensure that it is up to date at all times; and
- Produce tracking charts using data from Raisers Edge (donations secured, in pipeline, awaiting decision and unsuccessful) with key donor information and share across the team as appropriate.

4. Other:

- Ensure that information relevant to the role of trusts and foundations fundraising is always up to date on the website.

Contribute to the development of resources that will impact the success of targets (annual review etc).

Key Performance Indicators and Targets

Targets will be set for this post in terms of revenue expectations and monitored through a range of Key Performance Indicators - KPIs (These may be modified from time to time).

- Work plans and engagement strategies developed to support the acquisition of new donors;
- Evidence of keeping up to date with new developments in key partnership prospects, priority sectors and within HFH;
- Evidence of production of high quality customised proposals;
- Number of solicitation telephone calls each month against target;
- Number of networking events attended each month against target;
- Number of new donors secured each quarter against target;
- Number of cultivation plans developed against target; and
- Number of new donor proposals submitted each quarter against target.

Candidate requirements

The successful candidate will meet the following requirements with regards to; skills, knowledge and personal attributes:

Skills, knowledge and experience

- Be educated to degree level;
- Proven success in Trusts and Foundations Fundraising, preferably in an international context;
- Excellent research skills – with the ability to get under the skin of an organisation, to understanding their motivations, approach to decision making, their key personnel, and the most effective way to communicate;
- Be able to engage, influence and persuade individuals and organisations at a range of levels, making the case verbally, on the telephone, face to face and in writing;
- Have excellent organisational skills, and be able to develop your own pipeline of prospects, and to operate to strict deadlines, and specified targets and Key Performance Indicators;
- Have excellent written skills and be able to write compelling and successful proposals;
- Have good analytical and numeric skills and be able to present budgets with clarity;
- Be a team player and have the ability to share knowledge and skills and to work collaboratively with others in your immediate team (for example who is best placed to make an approach) and with people in the wider HFH network (for example, developing proposals);
- Interpersonal skills and have the ability to develop relationships internally and externally; and
- Have experience of a CRM system – you will manage your pipeline using Raiser’s Edge.

Personal Attributes

- Strong commitment to the mission and values of HFHGB;
- Strives for excellence;
- Wants to learn and improve; responds to feedback and strives to meet objectives;
- Tenacious, dynamic and enthusiastic;
- Makes connections - proactively seeks out new knowledge sources (people and data) and uses and shares this effectively; and
- A positive individual, a creative problem solver and able to process and communicate complex information in a clear and intuitive way.